



# CHEROKEE METROPOLITAN DISTRICT

## Internal/External Job Posting

**Job Title: Accounts Payable Specialist**

**Open Date: 12/01/2024**

**Posting No.: 24-12**

**Close Date: UNTIL FILLED**

**Salary Range: \$45,000 - \$60,000 Annually (DOQ)**

---

### **Job Description**

The Accounts Payable (AP) Specialist reports to the Accountant and CFO. They are responsible for all AP functions including, but not limited to, processing invoices and payments, maintaining and updating vendor records, ensuring compliance with federal, state, and local guidelines while adhering to Generally Accepted Accounting Principles (GAAP), and assisting with accurate and timely financial statements.

### **Essential Functions:**

- Receive all invoices and route to department supervisors for review and approval
- Ensure all reimbursement requests have appropriate documentation and requisite approval
- Input all properly approved and coded invoices and reimbursement requests
  - Monitor invoices and statements for remittance address changes
- Prioritize bi-monthly invoice payment processing in order to take advantage of cash discounts, to avoid interest and/or penalties, and to adhere to agreed-upon payment terms
- Print checks and prepare a spreadsheet for all electronic payments
  - Obtain General Manager and Board Member signatures in accordance with the District's applicable financial policies
  - Mail paper checks and give e-payments to Accountant to process
- Apply all e-payments against the appropriate invoices in the accounting system
- Update and maintain existing vendor files; set up new vendors as needed
- Provide professional and courteous responses to vendor inquiries
- Ensure signed, valid W-9's, Certificates of Insurance, and any contracts or agreements are on file for each vendor
- Process annual 1099's

### **General Responsibilities:**

- Order office supplies and various other things as requested by employees within CMD's purchase policy and budget
- Assist with employee training and conference registrations and hotel reservations
- Provide education and coaching to District employees regarding District financial policies and procedures, including development and revision of same
- Answer employee questions regarding their expenditures and budgets
- Maintain Purchase Order system in accordance with CMD's policies
- Enter cash receipts into accounting software
- Assist the Accountant and CFO in annual Audits, providing supporting documentation



# CHEROKEE METROPOLITAN DISTRICT

## Internal/External Job Posting

### **Ability to:**

- Manage and prioritize multiple, competing tasks and demands and seek supervisory assistance as needed.
- Plan and manage time wisely
- Audit, reconcile, and balance accounts and vendor statements
- Deliver high-quality and accurate work with strong attention to detail
- Analyze problems and identify alternative solutions
- Develop and update processes as deemed necessary
- Respond professionally and promptly to requests and inquiries from vendors, co-workers, General Manager, Accountant, and CFO
- Communicate clearly and concisely, both verbally and in writing with staff, management, and vendors

### **Education, Training, and Experience**

- Degree in field related to position. A combination of education and experience may substitute for the degree requirement.
- 2 - 3 years' experience in Accounts Payable
- Expert computer proficiency and Microsoft Office 365 knowledge required
- Proficient in Microsoft Dynamics accounting software or other similar software
- Knowledge of accounting practices and principles (GAAP and/or GASB)
- Government and/or fund accounting experience preferred
- Experience in water and wastewater operations and recreational facilities is a plus
- Professional judgement and knowledge of office practices and procedures
- Effective public speaking and presentation techniques
- Strong writing skills and report preparation

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of plans)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- Life insurance
- 30-day vesting
- 13 paid holidays
- Paid vacation and sick leave
- One Personal Day
- Safety gear, including work boot allowance (for applicable positions)
- Free golf privileges for employee and immediate family members at Cherokee Ridge Course



# CHEROKEE METROPOLITAN DISTRICT

## Internal/External Job Posting

- Cherokee promotes career development and provides opportunities for professional growth through development of technical knowledge and skills

### **Additional Information**

FLSA Status: Non-Exempt

Supervisory Classification: No

Probationary Period: 90 Days

This job description is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change. It is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.

Operator positions may often call for lifting, pulling, and/or pushing items weighing 50 pounds or more. Operators may work near mechanical parts and in all outdoor weather conditions. Operators may be exposed to fumes and toxic chemicals.

To ensure the safety of the public and reduce risk of loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. CMD performs a screening process including, but not limited to, criminal history search, reference check, degree and employment verification, credit check (for finance positions), and motor vehicle record check.

Interested applicants must submit an **application, resume, and letter of interest to Human Resources no later than 5:00 p.m. on the close date.** Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting the Human Resources Administrator, Connie Hughes, at [chughes@cherokeemetro.org](mailto:chughes@cherokeemetro.org). Applications are also available at the District's office located at 6250 Palmer Park Blvd. Resumes will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete a CMD application.

**Cherokee Metropolitan District is an Equal Opportunity Employer**