

**\*\*Job Posting: Accounts Payable Specialist\*\***

Cochran City Hall

The City of Cochran is seeking a detail-oriented and organized Accounts Payable Specialist to join our Finance Department at City Hall. This position plays a crucial role in managing the city's financial obligations and maintaining accurate records.

**\*\*Position Summary:\*\***

The Accounts Payable Specialist will be responsible for processing and managing all aspects of the city's accounts payable functions. This role requires strong attention to detail, excellent organizational skills, and the ability to work efficiently with financial data.

**\*\*Key Responsibilities:\*\***

- Process and verify invoices, expense reports, and payment requests
- Match invoices to purchase orders and receiving documents
- Enter and post transactions into the accounting system
- Prepare and process check runs and electronic payments
- Reconcile vendor statements and resolve discrepancies
- Maintain accurate and up-to-date vendor files
- Assist with month-end and year-end closing procedures
- Respond to vendor inquiries and resolve payment issues
- Ensure compliance with city policies and procedures
- Assist with audits and provide necessary documentation
- Perform other financial duties as assigned

**\*\*Qualifications:\*\***

- Associate's degree in Accounting or related field; Bachelor's degree preferred
- Minimum of 2 years experience in accounts payable or similar role
- Proficiency in accounting software and Microsoft Excel

- Strong attention to detail and accuracy in data entry
- Excellent organizational and time management skills
- Ability to meet deadlines and work under pressure
- Good communication skills, both verbal and written
- Understanding of accounting principles and best practices

**\*\*Preferred Skills:\*\***

- Experience with government accounting
- Knowledge of procurement processes and regulations
- Familiarity with financial reporting requirements for municipalities

**\*\*Additional Requirements:\*\***

- Must pass a background check and credit check
- Ability to maintain confidentiality of financial information

**\*\*Work Schedule:\*\***

Full-time, Monday to Friday, 8:00 AM to 5:00 PM.

**\*\*Salary and Benefits:\*\***

Competitive salary based on experience. The City of Cochran offers a comprehensive benefits package including health insurance, retirement plan, and paid time off.

**\*\*How to Apply:\*\***

Please submit a resume and cover letter to Candace Summerall [csummerall@cityofcohran.com](mailto:csummerall@cityofcohran.com) with the subject line "Accounts Payable Specialist Application - [Your Name]". You will also need to fill out our application City of Cochran

Application.pdf and include with resume. [Cochran, GA - Official City Website \(cityofcochran.com\)](http://Cochran, GA - Official City Website (cityofcochran.com))

**\*\*Application Deadline\*\***: Until filled

The City of Cochran is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive work environment and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.