



BUENA VISTA CHARTER TOWNSHIP

1160 SOUTH OUTER DRIVE • SAGINAW, MICHIGAN 48601-6506

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www.bvct.org

JOB OPENING

BUENA VISTA CHARTER TOWNSHIP JOB DESCRIPTION

Title: Accounts Payable

Department: Fiscal Services

Hours: Part-Time/24 hours per week

Supervisor: Director of Fiscal Services

Major Duties: Compiles, processes and maintains account payable records. Verify approval on all invoices and check requests. Coding invoices, able to prepare and process checks for multi companies. Update and maintain vendor database. Audits and verifies expenses report. Reconcile statements monthly. Maintain and process of 1099 forms, W-9 forms and Tax Exempt forms. Must have the ability to manage multiple tasks on short notice while meeting deadlines.

Qualifications: 2-4 years experience in a corporate environment. Demonstrate excellent customer service, computer and writing skills. Must have good written and oral communication skills. Attention to details and excellent organizational and analytical skills. Display initiative and ability to be effective team member. Preferred BS&A software and Government experience.

NOTICE

The Township retains the right to change, alter, amend, and to delete from, or remove any item in this job description, including the entire job description at any time, with or without previous written notice to the person or persons employed in the job description, at its sole discretion. Persons applying for this position are hereby notified of this Township's right, and are notified that they are subject to this notice prior to employment, and if employed, after employment.

PLEASE SUBMIT COVER LETTER /RESUMES BY February 10, 2023

**Buena Vista Charter Township
Attn: Human Resources
1160 S. Outer Drive
Saginaw, MI 48601**

BUENA VISTA CHARTER TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER