



ACCOUNTING SPECIALIST (AP/AR)

Classification

Non-Exempt, Non-Bargaining Unit

Reports To

Finance Manager

Salary Range

PT/FT \$21.98 - \$30.78 per hour

Date

February 11, 2025

Job Description

Summary/Objective

The **Accounts Payable & Receivable Specialist** is responsible for processing vendor invoices, managing accounts receivable, reconciling accounts, and maintaining financial records in compliance with company policies and procedures. This role supports the finance team in ensuring accurate financial data for the **Lancaster Parking Authority** and oversees the management of aging payables, non-cash checks, and receivables. Proven ability to work as part of a team and exhibit customer-centered behaviors and focus on customer needs as required.

Essential Functions

Accounts Payable Management

- Review and process invoices, ensuring proper coding and approval.
- Verify invoice accuracy and resolve discrepancies with vendors or internal departments.
- Prepare and process check runs, electronic payments, and ACH transactions.
- Maintain vendor files, W-9 forms, and payment records.

Aging Payables & Non-Cash Checks

- Monitor and manage aging payables to ensure timely payments and avoid penalties.
- Prepare and analyze aging reports, identifying overdue invoices and resolving outstanding balances.
- Track and process non-cash checks, ensuring proper documentation and reporting.

Accounts Receivable Management

- Generate and issue invoices for parking permits, leases, and other billable services.
- Track outstanding customer balances and follow up on overdue accounts.
- Process incoming payments via checks, ACH, and credit card transactions.
- Maintain accurate records of receivables and reconcile transactions.
- Work with customers to resolve billing discrepancies and ensure timely collections.

Financial Record-Keeping

- Reconcile accounts payable and receivable transactions to ensure accuracy.
- Assist with month-end closing and financial reporting.
- Maintain organized digital and physical records of invoices and payment history.



Vendor & Internal Communications

- Respond to vendor inquiries regarding payment status and discrepancies.
- Collaborate with other departments to ensure compliance with budgetary and procurement policies.

Compliance & Reporting

- Ensure compliance with accounting policies, tax regulations, and procurement guidelines.
- Assist in preparing 1099 tax forms and other financial reports as needed.

Qualifications & Skills

- **Education:** Associate's degree in Accounting, Finance, or related field preferred.
- **Experience:** 2+ years of experience in accounts payable, accounts receivable, or general accounting.
- **Skills:**
 - Proficiency in accounting software (e.g., QuickBooks, Sage, or ERP systems).
 - Strong Excel skills and familiarity with Microsoft Office Suite.
 - Attention to detail and accuracy in data entry.
 - Ability to work independently and meet deadlines.
 - Strong communication and problem-solving skills.
 - Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
 - High degree of accuracy in all work produced.

Preferred Qualifications

- Experience in government, municipal, or parking authority operations.
- Knowledge of procurement policies and public sector financial procedures.

Competencies

- Communication – Respect & Response
- Ethical Conduct – Honesty & Integrity
- Problem Solving – Initiative
- Productivity – Delivering Results

Position Type/Expected Hours of Work

This position is a part-time, non-exempt position to start with the possibility of future full-time work. This is an office-based position with occasional remote work flexibility.

Work Authorization/Security Clearance

Candidate will be required to successfully pass drug screen, and criminal background clearance.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position operates in a professional office environment and may be subject to the outside environment for periods of time on a weekly basis.



Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. Ability to sit for extended periods of time and use standard office equipment. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. At times, this position requires medium work exerting up to 50 pounds of force occasionally.

AAP/EEO Statement

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

The Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Print Name _____