

Accounts Payable Specialist, Part-time North Adams

Position Description:

As an integral member of the Accounting department, the Part-Time Accounts Payable Specialist is responsible for a variety of duties that fall under the Accounts Payable function. In addition, this role will be responsible for other accounting duties as assigned to provide general support and back-up capabilities for the Accounting Department. The A/P Specialist must stay abreast of all departmental procedures and accounting practices and must consistently maintain compliance with all related Bank policies, standardized procedures and regulations.

Primary Responsibilities:

- Accounts payable processes, including, but not limited to, uploading and quality reviewing of all electronic invoices into accounts payable system and the upload of weekly payment file to third party payment processor. Preparation of various accounts payable system reports and general ledger batch entries. Adhering to current Accounts Payable Policy and Accounting Policy;
- Maintaining vendor information in accounts payable system to ensure accuracy of 1099 designations and collection of necessary forms from vendors;
- Annually, process 1099's for all companies;
- All tasks related to the monthly processing and payment of the corporate credit card billings and employee expense reimbursements. This includes, but is not limited to, ensuring adherence by staff to the MountainOne Expense Reimbursement and Corporate Credit Card Use Policy, coding of expense reports and downloading of files from the corporate credit card vendor and uploading of files into the accounts payable software;
- Keeping standard operating procedures up to date and in good order;
- Researching and providing requested information for various audits and exams;
- Cross training to provide support to department personnel in their absence;
- Maintaining compliance with all related bank policies, including Bank Secrecy Act, confidentiality, standardized procedures and regulations;
- Responsible for providing good internal customer service in alignment with MountainOne's Customer Service Standards;
- Other duties as assigned.

Qualifications:

- Minimum of an Associates Degree in accounting or five years' experience in accounting or accounts payable functions;
- Strong computer skills in Microsoft Word and Excel;

- Organized, analytical, detail-oriented, attention to accuracy, ability to work under pressure and meet deadlines;
- Ability to deal with and show discretion in confidential matters;
- 25% availability to travel outside of 25-mile radius;
- Ability to sit, drive, bend, answer the phone and perform computer input.

To Apply:

Please email your resume and letter of interest to: careers@mountainone.com. MountainOne is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or veteran status. (Compliant with VEVRAA and Section 503 rules)

MountainOne Bank is Member FDIC. Member DIF.  Equal Housing Lender.

Insurance and Investments are not insured by the FDIC and are not deposits or other obligations of, or guaranteed by, any depository institution. Funds are subject to investment risks, including possible loss of principal investment.

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