

MIDDLESEX WATER COMPANY

- JOB OPENING -

ISELIN, NJ

Job Title: Accounts Payable Supervisor

Department: Accounting

Job Summary:

Ensure the timely, accurate, and proper processing of accounts payable for Middlesex and subsidiary companies. Under the direction of the Accounting Manager, coordinate the activities of the Accounts Payable group to ensure that all financial deadlines are met. Prepare and review monthly, quarterly, and annual management reports.

Work Performed:

○ **Accounts Payable**

- Review Accounts Payable requirements for the organization and determine allocation of workload within the group to ensure timely and effective invoice processing.
- Respond to internal and external Accounts Payable inquiries and assist staff in resolving issues.
- Maintain 3-way match of invoice, receiving document and Purchase Order.
- Identify opportunities to ensure efficiency in the Accounts Payable process.
- Provide secondary review of account classifications used for purchase orders/invoices to ensure proper classification.
- Monitor and maintain automated Accounts Payable system, including review of daily and monthly system generated reports.
- Supervise batch preparation, review, and post, ensuring proper segregation of duties.
- Supervise timely distribution of any invoice requiring approval to the appropriate party.
- Reconcile accounts payable sub-ledgers with the general ledger on a monthly basis.
- Coordinate month-end Accounts Payable accrual journal entries for Middlesex and subsidiaries within prescribed closing timelines.
- Maintain weekly Excel spreadsheets on check sequence and check totals.
- Run weekly checks when necessary.
- Prepare credit applications as needed.
- Develop and maintain procedures and work instructions for Accounts Payable.
- Assist as needed on requests from external auditors related to quarterly reviews, annual audit and Sarbanes Oxley compliance.
- Handle all vendor calls.
- Establish and maintain vendor files in Oracle WAM and EBS Accounts Payable systems.
- Maintain petty cash; ensure all disbursements and replenishments are properly documented and recorded.
- Coordinate processing of real estate tax invoices to assure timely payment.
- Process CC&B customer refunds.

Work Performed (continued):

- **Compliance**
 - Prepare Form 1099s at the end of the fiscal year.
 - TUI Escheats.
- **Financial Systems**
 - Serve as the primary knowledge leader and Subject Matter Expert for the Accounts Payable/Purchasing Modules within financial systems.
 - Work with departmental staff and/or outside stakeholders to leverage financial systems for increased efficiencies in performing accounting/reporting functions.
 - Serve as lead for Accounts Payable/Purchasing on all ERP related implementations and updates.
 - Serve on ERP related improvement committees as needed.
- **Special Projects**
 - Serve as the Accounts Payable representative on cross-functional project teams.
- **Supervision**
 - Supervise and review work of Accounts Payable Clerks, including preparation of performance appraisals.

Qualifications:

- High school diploma or equivalent, required.
- Seven years of related experience or six to eight accounting credits and two years of experience.
- Advanced skills in the use of Microsoft Office (Word, Excel, Outlook) and ERP systems.

Physical Requirements:

- Use of computer and calculator keyboard.
- Use written, verbal, and audio communication and information sources.
- Retrieve and file documents.
- Light lifting up to 40 pounds.
- Ability to sit for an extended period of time.

You can submit your resume by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.

No Phone Calls Please.

Candidates must possess authorization to work in the United States.

Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.

Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.