



Northampton Township

Accounts Payable Specialist

Northampton Township

Finance Department

Northampton Township is seeking a qualified individual to join our team as the Accounts Payable Specialist. The successful candidate should be organized and detail oriented. Accounts payable or accounting experience, as well as familiarity with Microsoft 365 applications and must be proficient in Excel. This position is in-person, Monday -Friday during normal business hours.

Some of the responsibilities include:

- Enter and process invoices in financial software.
- Process and mail checks.
- Compile and maintain information for the annual budget.
- Maintain 1099 files and issue annual statements to vendors.

Qualifications:

- College degree preferred.
- Accounts Payable experience
- Detail oriented, organized, able to multitask.
- Knowledge of bookkeeping methods and practices.

How to Apply:

Qualified and interested candidates are invited to submit a cover letter, resume and three professional references to Julie Narisi, Director of Finance at jnarisi@nhtwp.org. Please include "Accounts Payable Specialist Application" in the subject line.

Compensation:

Competitive salary depending on qualification with an excellent benefits package. This is a non-exempt, hourly position.