

# Accounts Payable / Receivable

## Overview

The Bookkeeper is responsible for all accounts payable invoices, payroll, and other clerical duties. Warrants are assembled by the Wednesday prior to the Selectboard meetings for review and approval for payment by the Treasurer. Invoices received after that date will be placed on the next warrant. The Selectboard meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. If you have any questions regarding payment of an invoice please contact the bookkeeper [at] townofgeorgia.com (Treasurer's office).