

SECTION 310-J ACCOUNTS PAYABLE

Job Description*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

REPORTS TO: Director of Business Operations

General Responsibilities:

Performs all duties required for District Accounts Payable and District Purchase Order Processing. Responsibility to maintain every detail and record of the payments that are due to vendors/creditors. Performs responsibilities necessary to accomplish objectives established by the Director of Business Operations and Board of Education related to Accounts Payable.

ESSENTIAL FUNCTIONS:

1. Matching, batching and coding invoices in the district's accounting system
2. Coordinate invoice approval and coding process ensuring proper budget coding is utilized by district staff
3. Enter, verify, and post all monthly board checks for School Board Meetings
4. Enter and post weekly non-board check runs
5. Prepare up to date Monthly Budget Reports for administrators
6. Answer creditor inquiries for payment and credit approval and escalating issues to management
7. Maintain proper supplier / vendor files
8. Process inter-district expense reimbursement and mileage reimbursements
9. Prepare expense reports for special projects
10. Reconciling monthly credit card statements to insure accuracy of charges and timely payments to card companies
11. Count, record, and deposit all incoming monies from all school district buildings
12. Contact and collect all NSF (non-sufficient funds) checks
13. Assist in yearly audit by CPA firm
14. Maintain up-to-date records for the Alhorn Loan – sending notices, logging deposits by students, etc.
15. Reconcile monthly Building Trades budget and checking account
16. Reconcile monthly checking accounts
17. Reconcile bus request and the bussing expense associated with each request to insure payments are credited and charged to the correct party
18. Provide office and administrative support as required by the Director of Business Operations and Director, Buildings and Grounds, and Food Service Director

19. Maintain Bus Conduct Report Book and District purchases of \$1,000 or more for inventory audits
20. Greet all visitors and staff entering Administrative Offices, ordering office supplies, maintain workroom machines and postage meter, make travel arrangements as needed
21. Develop and maintain an up-to-date binder of critical functions of the position so others could perform these functions using the step-by-step process outlined in the binder.
22. Transport all outgoing mail (daily) and bank transactions (as needed).
23. Maintain up-to-date information on the District web pages.

OTHER FUNCTIONS:

1. Serve as a resource person on procedures, rules and regulations.
2. Promote a positive image of the District at all times.
3. Learn, interpret and apply District policies, law, rules and regulations.
4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

1st Reading – August 13, 2007
2nd Reading – September 10, 2007
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