

## Job Description

### Title: Accounts Payable Specialist

**Reports to:** Accounting Manager

**General Summary:** The Accounts Payable Specialist oversees all accounts payable functions for the School District and must have good knowledge of accounting procedures as well as record keeping and clerical skills. This position is responsible for the payment of all District invoices, reporting and relating journal entries. It is the responsibility of this position to communicate daily with Administrators, Directors and others responsible for District budgets. An understanding of the account structure is needed to provide assistance to all users of the District Financial System. Daily communication with vendors and others outside the School District is necessary with regard to payment and purchasing terms. This requires good telephone communication, correspondence and letter writing skills. It is also necessary to have good knowledge of report writing and query skills on the District financial system for the preparation of general ledger reports, journal and budget entries. The Accounts Payable Specialist directs the duties of Accounts Payable Assistant and also inservices other District users on the financial management system.

### Essential Functions:

1. Accounts for monies received and disbursed, reconciles accounts, maintains records of expenditures and deposits, processes invoices, reconciles vendor statements. (30%)
2. Prepares all general ledger and transaction activity reports, distributes reports and communicates with budget managers regarding inquiries and problem resolution. (20%)
3. Prepares journal entries on District accounting system for general maintenance of accounts or corrections. (10%)
4. Maintains accounts payable records, prepares monthly warrants. (10%)
5. Prints all general ledger and transaction activity reports, prints all accounts payable and food service checks and direct deposits. (10%)
6. Prepares vendor checks for distribution. (5%)
7. Responds to requests for information in accordance with established District policies, communications and public relations, answers phones and records messages. (5%)
8. Maintains year-end and new year reports with regard to Activity Fund reimbursements, purchase closings and carry over, encumbered reserve, depreciation funds, convention/travel expenses, all Federal and State 1099 payments and related reports. (5%)
9. Is able to meet deadlines, work under stress, reacts to change productively. (5%)

### Qualifications:

1. Education Level: High School Diploma or equivalent (with accounting experience)
2. Certification or Licensure:
3. Experience desired: Accounting procedures
4. Other requirements:
  - \*Good English usage, spelling, grammar and punctuation skills
  - \*Good knowledge of Word Perfect and Excel spreadsheets
  - \*Ability to type at least 55 wpm
  - \*Good communication skills including telephone and letter writing

\*Ability to operate office machines, including computer and related software, 10-key calculator, printers and other office machines  
 \*Ability to establish and maintain cooperative working relationships with staff and

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....	X		
2. Walking .....	X		
3. Sitting .....			X
4. Lifting <u>40</u> lb max. ....	X		
5. Carrying <u>50</u> feet.....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_