

Council Bluffs Community School District  
Position Description

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Position Title: Accounts Receivable & Purchasing Specialist  
Department: Finance  
Reports To: District Controller  
Compensation: Pay Commensurate with Degree and Experience  
Position Type: Exempt/260 Day/Year-Round

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**SUMMARY:** The position is responsible for input of accounts receivables and application of payments, entering district-wide purchase orders, coordinating vendor approvals and system setup, and filing quarterly sales tax reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned. Essential duties must be performed on site.*

- Oversees district purchasing, through vendor consolidation, and monitors purchase order entries into the accounting system.
- Conducts quarterly filing of sales tax reports and refunds.
- Manages input and receipts of accounts receivable, and reconciles accounts receivable monthly.
- Preparation of monthly payables report for school board.
- Monthly reconciliation of prepaid accounts.
- Assess and invoice student fees and fines.
- Maintain vendor and customer records.
- Assists departments with district wide finance or accounting projects.
- Keeps abreast of current research, trends, methods, and practices in appropriate finance and accounting principles.
- Maintains accurate and timely records.
- Reports to work as scheduled on a regular and reliable basis.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Associate's Degree in Accounting from an accredited college or university.
- Three or more years as a bookkeeper or general ledger accountant.

- Experience in purchasing and related processes.
- Intermediate skill set using Microsoft Excel.
- Experience in education/school district finance is highly preferred.

**LANGUAGE SKILLS:**

Ability to: read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information; and respond to questions from staff, students, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts (probability, statistical inference, geometry, trigonometry, fractions, percentages, ratios, etc). Experience with finance developing and implementing budgets.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to: apply knowledge of current research and theory to instructional program; establish and maintain effective relationships with staff, students and public; navigate the WEB IEP; and work effectively with others in a group or team environment. Skilled in: oral and written communication including advanced computer application skills; child growth and development strategies and how it affects learning; teaching and learning processes; and licensure for special education teachers and specialists.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will frequently sit and stand and almost continuously walk. The employee is occasionally required to: stoop, kneel, reach forward and above the head 0 - 12 inches and on occasion up to 18 inches; and lift and/or move up to 50 pounds, 0 - 12 feet and up to 20 feet, such as boxes of books. Specific vision abilities required by this job include close vision and peripheral vision. The employee regularly interacts with staff and public in addition to meeting multiple demands and deadlines from several people. The employee must be able to move from place to place, building to building and travel to attend meetings.

*WORK ENVIRONMENT: The work environment characteristics described here are*

*representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet and work is performed indoors. The employee may be required to travel from building to building in varying weather conditions.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*