



Tipp City Exempted Village Schools

Vision

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

Mission

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

Employment Opportunity Description **Accounts Payable Specialist**

This description may not have all the tasks and responsibilities that are expected of the individual(s) placed in this position for our school system, and, as with many professions, the terms outlined here are subject to change over time.

The **Accounts Payable Specialist** reports to the Treasurer of Tipp City Schools and is responsible for making payments on the district's behalf, to all payees. Additional competencies and details are provided below.

Essential Duties and Responsibilities

- Follow administrative procedures and uphold Board policy
- Serve as the central collection point of all invoices for the district and manages the process of payment validation and approval
- Support multiple operations within the district
 - Monitor and update purchase orders via multiple communication strategies with stakeholders
 - Work with administrative assistants at the building-level to remain transparent and consistent
 - Enter purchase order requisitions for the Finance (Treasurer's) offices
 - Process refund requests and files Ohio motor fuel tax refund claims with the appropriate agencies
 - Document monthly food service expenses for the nutrition services department
- Enter and update vendor information in the district's accounting system, including W-9 information
- Research, compile, and prepare financial reports, correspondence, or other information required by management or governmental agencies
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- Serve as a team player supporting the administrative assistants and their functions
- Support the office workflow and contribute to smooth office operations by owning the accounts payable process
- Monitor credit card purchases for proper usage per guidelines from Ohio Revised Code and the Auditor of State
- Model, provide and be accountable for excellent customer service to internal and external customers/vendors
- Provide staff and employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes
 - Resolve complaints or answer questions regarding policies and procedures
- Operate office equipment, such as copiers, or phone systems and arrange for repairs when equipment malfunctions
- Operate 10-key calculators, check-folding machines, and copy machines to perform calculations and produce documents
- Maintain records pertaining to payments, invoices, requisitions, etc.
- Keep informed of provisions of labor-management agreements and their effects on accounts payable operations
- Plan for or coordinate office services with the Treasurer
- Complete required annual training via Public School Works
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human

beings

- Serve as administrative assistant to the Facilities Coordinator.
- Other duties as assigned

Minimum Qualifications

- Completion of high school equivalency, recipient of high school diploma, or attainment of GED.
- Up to 2 years' experience in an accounting function
- Vocational training, related on-the-job experience or an Associate's degree is preferred

Physical Demands & Working Conditions

- Physical Demands – While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to have dexterity of hands and fingers. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is required to sit or stand for extended periods of time. They may be occasionally required to bend at the waist, kneel or crouch. While performing the duties of this job the incumbent is seated or walking at will and must be able to push, pull, lift and carry items under 25 pounds on occasion.
 - The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Working Conditions – Generally acceptable working environment with moderate exposure to disagreeable conditions and elements, including possible interactions with impolite and/or aggressive students and adults. Exposure to such conditions and elements may cause the environment to be disagreeable for moderate periods of time. There may be some consequences on psychological well-being and minor impact on physical safety. Accidents are improbable outside of minor injuries, such as cuts, scrapes, or bruises.

Accounts Payable Specialist Competencies: *Problem-Solving, Customer Service, Mathematical Knowledge*

- Knowledge of the purchasing policy and credit card policy of Tipp City
- Knowledge of Ohio's USAS Accounting Software
- Knowledge of Strategic Solutions scanning software
- Knowledge of MS-Office; especially knowledgeable with Microsoft Excel
- Knowledge of principles and processes for providing customer and personal services
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of arithmetic, algebra, geometry, calculus, and/or statistics, and their applications
- Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of financial data

Skills

- Skilled in using mathematics to solve problems
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in understanding the implications of new information for both current and future problem-solving and decision-making
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate
- Skilled in communicating effectively in writing as appropriate for the needs of internal and external audiences
- Skilled in understanding written sentences and paragraphs in work related documents

Abilities

- The ability to apply general rules to specific problems to produce answers that make sense
- The ability to choose the right mathematical methods or formulas to solve a problem
- The ability to monitor/assess performance of yourself, other individuals, or organizations to make improvements
- Abilities that influence the capacity to manipulate and control objects with fingers, hands, or limbs
- Abilities that influence visual, auditory, and speech perception
- Abilities that influence the acquisition and application of knowledge in problem solving

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

A TRADITION OF EXCELLENCE

Tipp City Schools has high expectations for its students and employees. The district seeks to hire and maintain strong, passionate educators, administrators, and support team members who are committed to the district's vision and mission and equipped to provide a well-rounded education for all students. Tipp City Exempted Village Schools is committed to a work and school environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Board of Education expects that all relationships among persons in the district, including interactions with visitors and contractors, will be free of explicit bias, prejudice and harassment.

Tipp City Schools ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. We prohibit any such discrimination or harassment, require reporting of all perceived incidents of discrimination or harassment, and protect against retaliation for reporting such incidents.

I, _____, hereby have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I agree to fulfill the work obligations during assigned work times. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor, a member of the hiring team department, or superintendent-designee. I have discussed any questions I may have had about this job description prior to signing this form.

Employee (Signature)

Date

Supervisor/HR Department Staff/Witness (Signature)

Date