

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Accounts Payable Associate
Department: Finance
Reports to: Accounts Payable Supervisor
Classification: Clerical Group II
Exempt Status: Non-Exempt

Job Summary: The Accounts Payable Associate timely and accurately processes all appropriate invoices and requests for payment, resolves open items and answers questions from vendors and all levels of staff. They help maintain the accounts payable files and mail for their assigned group of vendors.

Duties and Responsibilities

- Audit invoices with corresponding payments to ensure they meet district policy and adhere to accounting standards
- Audit employee procurement card supporting documents and track employee statements
- Verify invoice balances that are entered into the finance system daily
- Communicate with administration and staff to resolve issues with transactions or supporting documents
- Communicate with the Accounts Payable Supervisor when audits reveal transactions not in line with district policy or accounting standards
- Ensure vendors are paid appropriately through accounts payable
- Primary contact for issues with vendor statements, credits, and untimely invoices to ensure prompt and accurate resolution of underlying concerns
- Assist district staff with policy or process questions
- On a rotational basis review, distribute both incoming and outgoing US Mail and interoffice mail to various department throughout the district
- Maintain and scan paid invoice files and procurement card statements according to district retention standards
- Assist other Accounts Payable staff with data entry or problem resolution as requested
- Verify, match vendor checks and prepare for mailing
- Create and maintain a desk manual for assigned functions
- Perform other duties of a comparable level or type, as required

Education and/or Experience

- 2 years of post-secondary education or any combination of applicable experience and education
- 2-3 years of experience with high volume accounts payable processing preferred

Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District and vendor information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Familiarity with procedures for enrollment, attendance, scheduling and/or previous work

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- Ability to be flexible and have a willingness to undertake a variety of tasks sometimes at the direction of more than one person
- Ability to handle multiple tasks at once while dealing with constant interruptions
- In-depth knowledge of Microsoft Office applications and Google apps
- Strong skills in organization, proofreading, and creative thought including systems thinking and problem solving
- Knowledge of general office software and/or specific program software
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner
- Knowledge of independent contractor rules
- Analytical abilities to test for reasonableness of data and accuracy in calculations

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent typing and repetitive hand motions, operating computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Position may travel between buildings as needed

Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.