

BIG WALNUT LOCAL SCHOOLS

TITLE: **Accounts Payable/Purchase Coordinator**

QUALIFICATIONS:

1. High School Diploma
2. Demonstrated ability in accounting
3. Demonstrated typing ability
4. Demonstrated filing ability
5. Demonstrated ability in the use of technology
6. Demonstrated ability to maintain confidentiality
7. Other such qualifications as the Board may deem proper

REPORTS TO: Treasurer

JOB GOAL: Establish procedures, policies and practices to ensure that all purchases are evidenced by a written purchase order established within the pre-approved budget. Organize the receipt of invoices, purchase authorization to make payments in a timely manner to vendors for products and/or services. Develop procedures, policies and practices that coordinate the acquisition of goods and services to be purchased. Provide guidance and training to all District staff on payables and purchasing as needed.

GENERAL RESPONSIBILITIES:

1. Demonstrate the ability to work in a close continuing relationship with the Treasurer to improve processes, develop strategies, and implement resolutions that are consistent with District objectives.
2. Maintain an organized record keeping system that documents the entire purchase cycle.
3. Enter, modify, delete or post requisitions as necessary or upon request.
4. Review Requisitions for budget compliance, authorize, print and distribute the purchase order.
5. Review invoices, building authorizations and purchase orders to validate the bill and issue a check for payment.
6. Follow-up and resolve any outstanding invoices or statements regularly to prevent delinquent payments.
7. Conduct new employee orientation and training on the District payables and purchasing policy.
8. Review annual audit recommendations, findings or citation so that corrective action can be determined and new procedures developed then implemented.
9. Responsible for making all payments owed by the District to suppliers and other creditors within the given period of time in order to avoid default.
10. Establish and communicate effective standards for the purchasing process to acquire goods and services that accomplish the goals of the District (i.e. obtain necessary items or service at the lowest most responsible price).
11. Develop positive vendor and staff relationships necessary to maintain a thorough and efficient system required to administer an effective payables and purchasing operation.
12. Uphold and enforce all board policies.

13. Maintain or create complete and accurate records of construction contracts and purchases, filing any necessary state or federal reports in a timely manner.
14. Collaborate with the union to develop proper procedures for the reimbursement of tuition, track reimbursements paid to date and issue checks as authorized.
15. Retrieve, compile and distribute miscellaneous budgetary reports upon request or as needed to assist Treasurer.
16. Maintain oversight of District VISA purchase cards to ensure proper use and prompt payment.
17. Manage the AESOP system to ensure all absences are tracked then filled to meet District needs.
18. Exhibit a detailed oriented focus, taking full ownership of responsibilities, model a positive and proactive attitude, utilize strong organizational and communication skills, demonstrating the ability to prioritize and multitask.
19. Maintain an inventory management system that records all additions and deletions in a timely manner, so that all District assets are properly recorded.
20. Performs other duties as assigned by the administration.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations.

[Adoption date:]