

ACCOUNTS PAYABLE SPECIALIST

SPA License Status:	<i>N/A</i>
SPA Probation:	<i>N/A</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Associate Controller</i>
Supervises:	<i>N/A</i>
Salary Schedule:	<i>Professional Non-Admin, Range 1</i>
Terms of Employment:	<i>8 hours/12 months</i>
Job Goal:	<i>To ensure accurate, complete, courteous and timely results in the responsibilities and duties assigned to the Accounts Payable Section</i>

Minimum Qualifications

- 1. High School diploma or equivalent.*
- 2. Proficiency in bookkeeping and strong analytical skills.*
- 3. Proficiency in processing high volume of complex financial transactions.*
- 4. Experience with integrated financial software.*
- 5. Knowledge of basic office operation and procedures*
- 6. Experience with Microsoft Office software applications*
- 7. Post-secondary education in accounting/bookkeeping field preferred*

Job Duties

- 1. Maintains a filing system for open purchase order, contract service agreement, utility and travel authorization documents pending receipt of invoices.*
- 2. Matches vendor invoices to appropriate financial document, audits billing documents by verifying quantity and price to original order, confirms receipt of all items, initiates account coding adjustments and verifies authorization requirements.*
- 3. Maintains adequate documentation of all pending vendor payments such that any Accounts Payable team member is able to reasonably address/resolve any vendor question.*
- 4. Communicates effectively and courteously with individual vendors and/or District employees to clear all billing discrepancies.*
- 5. Verifies all vendor statements and works to clear all past due balances promptly.*
- 6. Returns vendor and department phone calls within one day regarding the status of account payments.*
- 7. Greet and direct visitors, answer telephones, take and deliver messages.*
- 8. Receive, open, date stamp as received, alphabetize as required and distribute mail.*

9. *Assists district secretaries, principals and other control agents in the area of finance procedures regarding Accounts Payable.*
10. *Provides backup to the other Accounts Payable Specialists when necessary and utilizes cross-training skills to assist other areas to meet critical deadlines.*
11. *Exhibit professionalism by maintaining good attendance and adhering to contract hours.*
12. *Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff and peers.*
13. *Agrees to fulfill performance responsibilities in location(s) assigned*
14. *Complies with local, state and federal rules and regulations.*
15. *Performs such other tasks as may be assigned within the parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Ability to operate various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____