

LaSalle-Peru High School Position Description

Position Title:	Accounts Payable & Purchasing Specialist	
Department:	Business Office	
Reports to:	Business Manager	
Date Prepared:	December 1997	
Date Revised:	May 2019, June 2026	Category: Non-exempt

Duties include but are not limited to the following:

PRIMARY FUNCTION

The Accounts Payable/Purchasing Specialist is responsible for coordinating purchasing activities and administering accounts payable functions for the school district. This position ensures that purchases comply with district policies and procurement regulations while maintaining accurate financial records and processing vendor payments in a timely manner. The specialist serves as a liaison between district departments and vendors to support efficient operations and responsible stewardship of public funds.

PROFESSIONAL RESPONSIBILITIES

Relationship to the Organization:

1. Demonstrates support for the Vision, Mission, Beliefs, and Goals of District 120.
2. Upholds and demonstrates compliance with the established laws, regulations, District policies, and procedures.
3. Maintains strictest confidentiality required by laws, regulations, policies and directives established or provided by the Board of Education and/or Superintendent.
4. Meets deadlines for the submission of reports, report card data, and other requested information and records.
5. Serves as a contributing member to the school community.
6. Accepts and utilizes constructive suggestions from supervisor.
7. Remains professionally current through the participation of in-service activities, and/or attendance at conferences and workshops.
8. Adheres to District guidelines regarding facilities and equipment.
9. Possess strong written, oral and computer skills.

Relationship to Colleagues:

1. Fosters and maintains positive and effective working relationships with teachers, administrators, support staff, District staff, students, parents, and the community.
2. Relates positively to co-workers.
3. Serves as a wholesome role model for students, staff, and community in terms of attitudes and behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable:

- Review, verify, and process vendor invoices for accuracy, proper authorization, and budget availability.
- Match invoices to purchase orders and items received.
- Process monthly payments through checks, electronic funds transfers (EFT), and other approved payment methods. Generate reports for Business Manager, Superintendent, and Board of Education.
- Maintain accounts payable records and ensure timely payment of obligations.
- Reconcile vendor statements and resolve invoice discrepancies.
- Process reimbursements and travel expenses in accordance with district policies.
- Assist with month-end and year-end closing procedures.
- Support annual audits by providing requested documentation and records.

Purchasing:

- Process purchase requisitions and issue purchase orders in accordance with district purchasing policies and state procurement regulations.
- Review purchase requests for completeness, accuracy, and compliance with approved budgets.
- Obtain quotes and assist staff with purchasing items; assist with distribution of items received.
- Maintain vendor files.
- Coordinate with vendors regarding pricing, delivery schedules, and order status.
- Monitor open purchase orders and ensure timely receipt and payment of goods and services.
- Ensure compliance with federal, state, and local purchasing requirements, including grant-funded purchases.

General Responsibilities:

- Adhere to district's internal control procedures.
- Maintain confidentiality of financial, personnel, and purchasing information.
- Assist with budget development and monitoring and expenditure tracking.
- Prepare correspondence and reports related to purchasing and accounts payable functions.
- Recommend improvements to purchasing and payment processes, as needed.
- Coordinate purchasing and reporting activities with internal partners, including, but not limited to, Superintendent, Business Manager, Director of Building & Grounds, Director of Technology, Director of Communication, Athletic/Transportation Director and Associate Principal for Student Support Services.
- Coordinate purchasing and reporting activities with community partners, including, but not limited to LP Foundation, LP Athletic Booster Club and other school districts.
- Responsible for all emergency expenses from the district imprest account.
- Assist counseling department in managing the financial aspects of scholarships.
- Participate in annual student registration.
- Provide backup for administrative assistants.
- Perform other duties as assigned by the Business Manager.

Skills and Abilities:

- Knowledge of accounting principles, accounts payable procedures, and purchasing practices.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in financial management software and Microsoft Office applications, especially Excel.
- Strong mathematical, analytical, and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to interpret policies, procedures, contracts, and financial documents.
- Strong organizational and time-management skills.
- Effective oral and written communication skills.
- Ability to establish and maintain positive working relationships with staff, vendors, and community partners.

Physical Requirements & Working Conditions:

- Ability to sit and work at a computer for extended periods; work is performed primarily in an office environment within the district administrative offices.
- Ability to communicate effectively in person, by phone, and electronically.
- Occasional extended hours may be required.

Risk Management Functions:

- Take necessary and reasonable life safety precautions to protect self, students, fellow employees, and visitors.
- Take necessary and reasonable physical property safety precautions to protect equipment, materials, and facilities.
- Observe and report hazardous physical conditions endangering persons and property.
- Observe and report unauthorized persons or suspicious property on school property.

EVALUATION: Performance of this job will be evaluated annually by the Business Manager.

Employee Signature: _____ Date: _____