

## **LAFAYETTE SCHOOL CORPORATION**

### **POSITION DESCRIPTION**

**Job Title:** Accounts Payable Specialist & Benefits Assistant

**FLSA Status:** Non-Exempt

**Reports To:** Supervisor of Business Services / CFO / Director of Human Resources

**Work Schedule:** 12 Months

**Work Location:** Hiatt Administrative Service Center

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### **Job Purpose**

The Accounts Payable Specialist & Benefits Assistant is responsible for managing the district's accounts payable processes, including receiving, processing, verifying, and reconciling invoices. This position also supports the Benefits Specialist with employee leave management and oversees all Workers' Compensation claims for the district.

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### **Essential Duties and Responsibilities**

*Including, but not limited to:*

#### **Accounts Payable Responsibilities**

- Receive, process, and verify invoices and claims for payment.
- Ensure accuracy of invoices and account coding.
- Organize and maintain files related to claims and purchase orders.
- Verify invoice totals prior to check processing.
- Maintain and generate 1099 forms as required.
- Assign and maintain vendor numbers.
- Prepare claim lists for monthly school board meetings.
- Communicate with vendors regarding invoices, payments, and resolve discrepancies.
- Collaborate with departments and schools regarding orders and payment issues.
- Process claims and obtain appropriate approvals.
- Issue checks upon board approval; prepare special checks as authorized.
- Create purchase orders for the school corporation.

#### **Benefits & Leave Assistance**

- Assist the Benefits Specialist with the administration of FMLA, maternity, medical leaves, and long-term disability.
- Coordinate insurance-related aspects of employee leave.
- Manage all Workers' Compensation claims for the district.

## **Other Duties**

- Perform other tasks and responsibilities as assigned by the supervisor.
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## **Job Requirements**

### **Education and Experience**

- High school diploma required
- Associate's degree or higher preferred
- Experience in an office professional role required
- Minimum of 5 years of bookkeeping experience preferred

### **Knowledge, Skills, and Abilities**

- Strong organizational skills and the ability to prioritize tasks efficiently
  - Ability to work independently and investigate discrepancies with initiative
  - High level of accuracy and attention to detail
  - Ability to maintain confidentiality and exhibit strong interpersonal skills
  - Proficiency in or willingness to learn relevant systems (FMS, Aesop, Benefits management software)
  - Ability to perform effectively under pressure and in time-sensitive situations
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## **Working Conditions**

- Standard office environment