

Washington Township Schools

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www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Accounts Payable Specialist
Education	Associates degree or applicable work experience
Location	H. Dean Evans Community and Education Center
Work Schedule	Times Vary (8 am - 4:30 pm, 7:30 am - 4 pm, 7 am - 3:30 pm)
Calendar Length	Twelve months/260 Days
FLSA Classification	Hourly
Salary/Hourly Rate	Commensurate with education and experience
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision offerings. Benefits are effective the 1 st of the month following 30 days of employment. Additional benefits information can be found at https://www.msdwt.k12.in.us/benefits

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Assistant Accounting Manager, the Accounts Payable Specialist is responsible for performing the following duties:

1. Maintain good communication and relations with the public and all MSDWT employees
2. Consistent high level of attention to detail when inputting invoices to ensure accuracy
3. Contact vendors and purchasers monthly to follow up on outstanding invoices and orders
4. Distribute incoming USPS and interoffice mail for the Business Services Office
5. Manage the Outlook Invoices email inbox, including reviewing, researching, and distributing each email communication as appropriate
6. Manage assigned invoices and purchase orders ensuring timely processing, closure, and following up for approval for payment

7. Inputting invoices in our accounting system for the weekly and bi-weekly dockets
8. Combine and file payment vouchers from the payment docket once a month
9. Process tuition payments for Early Learning Center
10. Assist with district bank deposits as needed
11. Assist with entering deposits in accounting system as needed
12. Perform daily audits on invoices input by co-workers to verify accuracy
13. Perform other duties as assigned by the Assistant Accounting Manager

Knowledge, Skills, and Abilities

- Qualified candidates will be conscientious, well-organized, detail-oriented, flexible, and able to set priorities.
- Be self-starting and able to work independently with minimal supervision.
- Proficiency in the use of all office equipment required.
- Experience with Microsoft applications such as Word and Excel is mandatory.
- Knowledge of Google and other software programs is a plus.
- Candidates must be able to communicate and interact tactfully and professionally with staff and various members of the public including parents, students, teachers, building-level and central office administrators, community patrons, and public and private agencies.

Education

- Associates degree required or applicable work experience.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Seldom
Ability to carry 25 pounds	Seldom
Amount to lift 25 pounds	Seldom
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Often
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.