



FLOSSMOOR SCHOOL DISTRICT 161 JOB DESCRIPTION

Job Title: Accounts Payable Bookkeeper
Location: Normandy Villa
Reports to: Associate Superintendent for Business

Position Level: FEA/Classified
FLSA Status: Hourly/Non-Exempt

Job Summary:

The Accounts Payable Bookkeeper effectively implements the District's accounts payable process and provides assistance in the operation of the Business Office.

Supervisory Responsibility:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of various computer skills, including spreadsheet and database applications
- Read and interpret documents, such as reports, instructions, and procedure manuals
- Write routine reports and correspondence
- Effectively, courteously, clearly, and concisely communicate with vendors, administrators, and staff in both oral and written forms
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals
- Calculate proportions and percentages
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Able to deal with problems involving several concrete variables in standardized situations
- Able to establish and maintain effective working relationships with staff and the school community
- Able to perform duties with an awareness of all District requirements and Board of Education policies

Education, Licensure, & Experience:

- High school diploma or general equivalency diploma (GED)
- Accounts Payable Experience Preferred

Essential Job Functions:

- Encumber purchase order requisitions and process invoices for monthly payment
- Utilize the District's software for maintaining the system of accounts
- Update and maintain a current vendor list for use by administrators and building secretaries
- In-service building secretaries on purchase order requisitions
- Supply administrators and building secretaries with current forms for supply reimbursement, mileage reimbursement, and check requests
- Provide to building secretaries and administrators the current Illinois accounting standards for coding of purchase order account numbers
- Provide for a bills payable procedure including the processing of invoices, checking approvals, assigning account numbers, determining encumbrances, and following all procedures with payments to vendors
- Process monthly bills for Board approval and subsequent payment
- Provide reports for the Board of Education for Bills Payable approval
- Assists in the completion of financial reports for various state and federal projects, and all audits which take place periodically
- Communicate with the Township Treasurer's office as needed
- Assist Assistant Business Manager in recording all capital asset purchases
- Maintain a complete and systematic set of records of all purchase orders and expenses of the District
- Perform other duties as assigned



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Physical Requirements:

- Utilization of resources from other work units within the school district is required to perform the job's functions
- Generally, the job requires bending, carrying, climbing, lifting, pushing, pulling, reaching, speaking, utilizing close vision and depth perception, sitting, standing, and walking along with light physical exertion
- Must be able to occasionally lift, move, or push items of up to 10 lbs.

Working Conditions:

- Quiet environment at a standard acceptable level
- Extremes of temperature and humidity
- Hazards include stairs and communicable diseases

Term of Employment:

- Per Collective Bargaining Agreement

Evaluation:

- Per Collective Bargaining Agreement and the Board of Education