



SOUTH EUCLID LYNDHURST SCHOOLS BOARD OF EDUCATION

Job Description

TITLE:	Accounts Payable Coordinator
REPORTS TO:	Treasurer
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	Full-Time: 260 Days
DESCRIPTION/SUMMARY:	Responsible for accounts payable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Process all accounts payable functions, including reviewing invoices, matching invoices with purchase orders, obtaining appropriate approvals, and issuing payments in a timely manner.
2. Process requisitions into purchase orders and distribute purchase orders to appropriate vendors and departments.
3. Maintain and update vendor records and files to ensure accuracy and compliance with district procedures.
4. Balance and reconcile monthly vendor statements and resolve discrepancies or payment issues as needed.
5. Assist district personnel, vendors, and families with questions regarding requisitions, purchase orders, invoices, payments, reimbursements, and vendor accounts.
6. Process employee reimbursements for tuition, professional leave, mileage, and other approved expenses in accordance with district procedures.
7. Assist with payroll processing and related payroll functions, including preparation of monthly payroll reports and maintaining payroll records.
8. Operate office equipment and financial software systems necessary for payroll, accounts payable, benefits processing, and record maintenance.
9. Prepare, process, and distribute annual 1099 tax documentation in compliance with federal and state regulations.
10. Assist with balancing accounts, generating reports, and preparing documentation related to monthly and fiscal year-end closings.
11. Maintain accurate financial, payroll, and benefits records and assist with filing and organization of departmental correspondence and documentation.

12. Provide support and backup assistance for payroll-related duties within the transportation, maintenance, and Treasurer's departments as assigned.
13. Assist with benefits-related functions and other duties associated with the Payroll and Benefits operations of the District.
14. Maintain confidentiality and comply with all federal, state, local, and district financial regulations, policies, and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform such other assignments as requested by the Treasurer.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Excellent telephone and written communication skills.
3. Knowledge of and proficiency in technology appropriate to the position.
4. Excellent spelling and grammar.
5. Good typing skills.
6. Good math skills.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish priorities, works independently, and proceeds with objectives without supervision.
2. Ability to handle and resolve recurring problems.
3. Establish and maintain effective working relationships with students, staff and the school community.
4. Ability to be trustworthy and practice confidentiality.
5. Maintain neat and well groomed appearance.
6. Must have a working knowledge of accounting procedures, the Uniform School Accounting System, word processing, data processing and other related business technology and machines.

EQUIPMENT OPERATED:

1. Computer
2. Calculator
3. Copiers
4. Facsimile

ADDITIONAL WORKING CONDITIONS:

Revision Date: January, 2026

1. Repetitive hand motion, e.g., computer keyboard , typing, calculator, and writing.
2. Frequently interact with public and staff while meeting multiple demands from several people.
3. Sufficient ability to hear the conversational voice, with or without hearing aid, is required.
4. Sufficient ability to speak and be understood under normal circumstances.
5. Sufficient use of arms, hands, legs and feet with or without corrective devices to accomplish the job.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

CLASSIFICATION: Exempt Pay Group 3

WORK YEAR: 260 days 8-hours per day - includes twelve (12) paid holidays

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

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee Signature)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the responsibilities and requirements of the position.

(Employee Signature)

(Date)