

ELIDA BOARD OF EDUCATION

JOB DESCRIPTION

Title: Accounts Payable

LOCATOR INDEX: 102-B

Reports to: Treasurer

FLSA Status: Non-Exempt

Description:

Assists the Treasurer in the accurate and efficient operation of the Treasurer's Office. Duties include performing accounting and financial support functions; processing accounts payable and receivable transactions; maintaining financial records and reports; supporting purchasing and inventory controls; and assisting with compliance requirements as prescribed by law, board policy, and administrative guidelines.

NOTE: The below lists are not ranked in order of importance.

Essential Functions:

- Interact with staff and the public with tact, professionalism, and courtesy
- Maintain strict confidentiality of financial and personnel information
- Promote positive public relations through professional appearance, attitude, and communication
- Attend meetings and in-services as required
- Assist the Treasurer with daily accounting and financial office operations
- Process accounts payable transactions, including purchase orders, invoices, and warrant checks
- Verify accuracy of invoices, account coding, and supporting documentation
- Maintain vendor files, including W-9 forms and 1099 reporting information
- Assist staff with purchasing procedures and applicable board policies
- Maintain financial records in accordance with records retention requirements
- Assist with accounts receivable processing, including receipting and deposits as assigned
- Prepare routine financial reports and documentation for administrative use
- Maintain fixed asset and inventory records
- Assist with month-end and fiscal year-end accounting activities
- Prepare bank deposits and assist with reconciliation activities as directed
- Assist with preparation and organization of materials for audits and financial reviews
- Maintain electronic and manual filing systems
- Perform clerical and administrative support functions
- Stay current with applicable laws, regulations, and procedures
- Perform other duties as assigned by the Treasurer

Qualifications:

- Minimum: Associate's degree in accounting, business, or a related field with relevant accounting or governmental finance experience, or an equivalent combination of education and experience as determined by the Board.
- Prior experience in accounts payable, payroll, or governmental accounting preferred.
- Experience with computerized accounting systems and financial software desirable.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Strong organizational and time-management skills
- Attention to detail and accuracy
- Ability to communicate clearly and effectively
- Proficiency with office software applications
- Ability to handle confidential information
- Ability to prioritize tasks and meet deadlines
- Knowledge of office procedures
- Ability to perform basic math calculations accurately

Additional Working Conditions:

- Office-based work environment
- Frequent computer and keyboard use
- Occasional lifting of light office materials
- Occasional interaction with staff, students, and the public

Elida Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factor, and unforeseen events.

Adoption Date: