



Job Description

Accounts Payable Secretary and Bookkeeper

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 240 Days

Experience Required: Three (3) years related work experience.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Business Office.

Direct Supervisor: Assistant Superintendent.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Compute, classify, and record numerical data to keep financial records complete for the school system. Checks the accuracy of figures, calculations, and postings pertaining to business practices, educational programs, and student success.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee daily operations in all buildings departments accounts payable, purchasing, accounts receivable, and accounting.
- Oversee all district secretaries in the finance area.
- Process all District AP checks and submit to the bank positive pay and ACH files.
- Assist in managing the internal and external audits, compiling information and reports under the instruction of the Assistant Superintendent.
- Accounts Receivable functions-prepare bank deposits- record deposits and enter all revenues in account software system.
- Manage the general ledger by entering all transaction into general ledger and balance all payroll taxes for the monthly roll.
- Supervise petty cash funds to assure compliance with administrative procedures.
- Train and assist District personnel regarding good business practices, budget, and grant financial management.
- Enter and update employee access to financial accounting software program.
- Enter budget amendments and assist the Assistant Superintendent with budget records.
- Assist creating yearly budgets, maintain, and amend school district budgets with Assistant Superintendent.
- Conduct a pre-audit of all incoming financial information from all department-buildings within the district.
- Place and receive telephone call and emails cordially from vendors and staff.
- Work with DESE and file The District monthly reimbursement of State Food Service.
- Write procedures, maintain, and disburse District Scholarships.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

Effective Date:



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Economic and accounting principles and practices and banking.
- Analysis and reporting of financial data.
- Administrative and clerical procedures and systems such as word processing, managing files and records, and office procedures.

Skills

- Mathematics and using mathematics to solve problems.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date