



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666  
FAX (847)-675-7675

### **Business Services/Accounts Payable Specialist**

#### **Primary Function**

To assist the Business Manager in administering the fiscal affairs of the District.

#### **Organizational Relationships**

Reports to the Business Manager.

#### **Qualifications**

- Graduation from high school. Bachelor's degree in accounting or equivalent work experience, preferred.
- Experience in general bookkeeping and/or school accounting experience, preferred.
- Proficient skill in English composition, grammar and spelling.
- Detail oriented with strong analytical abilities
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle student and staff information with confidentiality.
- The ability to make computations with speed and accuracy
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.

#### **Performance Responsibilities**

1. Process accounts payable and receivables
2. Oversee banking functions, including deposits and journal entries
3. Assist with purchasing for the District and coordinating receiving
4. Oversee the Imprest account and P-Card program
5. Update monthly financial reports

6. Maintain contact with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
7. Process purchase orders and maintain correspondence relating to purchasing activities.
8. Process accounts payable transactions.
9. Submit invoices to PTA/PTO and other organizations for supplies and equipment purchased through the District.
10. Maintain and reconcile student activity accounts
11. Assist with other duties as assigned by the Business Manager

**Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.