

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**ACCOUNTS PAYABLE SPECIALIST**  
Job Description

**QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required). Previous accounts payable experience beneficial.
2. Working knowledge of an accounting system (Skyward experience preferred)
3. Organizational skills; proficiency in oral and written communication skills.
4. Ability to operate office equipment such as computer, copier, scanner, fax machine, and calculator.
5. Computer software knowledge with proficiency in use of Microsoft Office Suite or Google Suite software currently used in the District.
6. Ability to work collaboratively on departmental projects, assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Executive Director of Operations

**GENERAL RESPONSIBILITIES:**

Performs administrative support necessary to accomplish objectives established by the Executive Director of Operations. Adapts to the variety of responsibilities. Presents a positive image of the Business Services Department and District in contacts with staff, parents, community, outside organizations and vendors. Properly handles confidential matters relating to students, vendors, parents, staff and any other department or school-related issues.

**ESSENTIAL FUNCTIONS:**

1. Audit financial entries and transactions in Skyward financial management system for compliance with District policies and Internal Controls (invoice entry, check requests, requisitions, etc.)
2. Process accounts payable for district.
3. Complete bank reconciliations for assigned bank accounts.
4. Process entries for cash receipts and electronic deposits from approved online systems.
5. Deliver deposits to bank and reconcile final deposits.
6. Prepare reports for Executive Director of Operations and Board of Education.
7. Audit fundraising events and fee collection systems.
8. Infinite Campus fee set-up and maintenance.
9. Vendor records management and 1099 processing.
10. Provide training to budgetary staff in areas of responsibility, as directed.
11. Audit preparation, as assigned.
12. Attendance at financial software and school accounting conferences/workshops.
13. Organize and maintain an efficient office and records system according to District records retention policies.
14. Sort and distribute accounts payable office mail and correspondence (paper and electronic).
15. Maintain department task management system to ensure timely completion of assignments.
16. Communicate professionally via telephone, email or other electronic systems. Promptly

respond to inquiries from internal and external sources.

17. Follow all District policies and written department procedures and internal controls.

18. Maintain confidentiality and loyalty to employer.

**OTHER FUNCTIONS:**

1. Perform other responsibilities as assigned by the Executive Director of Operations.

2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994 9/8/97  
9/18/00  
April 2002  
October 2006  
January 2007  
May 2011  
July 2013  
November 2020

Waunakee Community School District