

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bookkeeper – Accounts Payable

QUALIFICATIONS:

1. Certified on an employee's medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, and mathematics.
3. Two years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Business Affairs

JOB GOAL: To promptly and accurately handle the accounts payable so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Matches invoices and statements for vendors against a properly signed and coded purchase order.
2. Verifies extensions on invoices and statements.
3. Verifies receipts and invoices against a properly signed and checked receiving document.
4. Assures single payment of invoices by reviewing the vendor in the computer look up.
5. Assigns numbers to vendors and enters them in the computer.
6. Enters purchase orders and invoices in computer and balances with batch totals.
7. Compares the accounts payable register with invoices, runs accounts payable checks, and mails checks upon approval by the Board.
8. Applies credit memos to invoices and statements.
9. Maintains accounts payable files and files check copies.
10. Prepares bill list for Board approval and vendor bill list for publication.
11. Calculates and applies to the state for non-public parent transportation reimbursement and then processes parent-reimbursement.
12. Records, calculates and applies for state fuel tax refund.
13. Charts utilities by building for the fiscal year.
14. Types approximately 70 open purchase orders.
15. Types and encumbers central office and maintenance department open purchase orders annually.
16. Sorts and distributes incoming mail.
17. Maintains file of W-9's returned by vendors. Issues 1099 forms annually.
18. Processes Iowa Sales Tax Exemption Certificates.

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- 19. Prepares and processes State of Iowa Contractor’s Statements and Construction Contract Claim for Refund forms.
- 20. Prepares bank deposits for Central Office receipts.
- 21. Assists buildings in review and understanding of building financial printouts.
- 22. Maintains proficiency in operations of computer software (including financial accounting, word processing, database and spreadsheets) calculators, copiers and facsimile machines.
- 23. Such other duties as directed by the Director of Business Affairs.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/13/03