

RSU No. 5 Durham ~ Freeport ~ Pownal
Accounts Payable Coordinator Job Description
Classified Support

QUALIFICATIONS:

1. Associates degree preferred or two or more years proven history of related experience
2. Working knowledge of accounts payable fundamentals.
3. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
4. Financial Software experience preferred.
5. Knowledge of general office practices and procedures and ability to handle sensitive and confidential information.

REPORTS TO

Director of Finance and Human Resources

JOB GOAL:

To maintain payment of all invoicing of RSU No. 5 by developing a complete and accurate set of records of all payable transactions of the school system, in accordance with the approved budget and State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues and outside agencies.
2. Encumbers major planned purchase orders for RSU No. 5 to maintain accurate control of budget accounts.
3. Prepares and processes for payment all incoming bills and expenses for RSU No. 5.
4. Creates requisitions for some Central Office staff.
5. Assists the Director of Finance and Human Resources in the annual audit process.
6. Maintains and reconciles vendor accounts and manages invoice questions and disputes with vendors.
7. Maintains correspondence files and office records pertaining to accounts payable.
8. Creates and prepares various Accounts Payable financial reports as needed.
9. Sorts and distributes mail to appropriate departments.
10. Prepares monthly expense distribution reports for Central Office department heads as requested.
11. Performs other duties as may be assigned by the Director and/or the Assistant Superintendent.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

This position is year round.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ **Date:** _____