

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Accounts Payable Bookkeeper**
 Pay Schedule/Range: **Competitive Salary based on experience**
 Prepared/Revised Date: **June 2, 2022**

Reports To: **Business Manager/CSBO**
 FLSA Status: **Not Exempt**
 Work Year: **259-261 Days**

SUMMARY: The Accounts Payable Bookkeeper is responsible for performing a variety of administrative, technical, and professional duties in supporting the various components of the Business Office for Minooka CCSD #201.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on district need.*

Job Tasks Descriptions	Frequency	% of Time
1. Utilizes all features of financial software program to process outstanding invoices and check requests including maintaining the vendor list, entering payments, and printing checks	D	50%
2. Handles and resolves any billing discrepancies with vendors; prepares credit applications as requested by vendors	D	10%
3. Manages all aspects of the District's procurement card program	D	10%
4. Maintains and balances the District's Imprest checking account	M/A	2%
5. Prepares monthly bills list for the Board of Education	M	2%
6. Assists the Business Manager/CSBO with the creation of financial documents utilized in the process of collective bargaining.	As Needed	1%
7. Orders and maintains supplies for the Business Office and Provides assistance with maintaining supplies and servicing of District office equipment (copier, postage machine, etc.)	M	1%
8. Assists in ensuring timely completion of annual audit and/or program audits and ensuring implementation of any needed changes or adjustments	A	1%
9. Maintains confidentiality of staff/personnel information	D	10%
10. Creates and updates forms as needed for the efficient operation of the Business Office	As Needed	1%
11. Maintains professional behavior, appearance, and work ethic to represent school district at all times	D	10%
12. Recommends new accounting methods or ideas within the Business Office to increase productivity and time management	As Needed	1%
13. Performs such other tasks as may be assigned by the Business Manager and/or Superintendent	As Needed	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum three years of accounting experience
- Knowledge of and proficient use of Microsoft Excel and Microsoft Word
- Knowledge in the use of financial software applications (public school software preferred)
- Excellent communication, organizational and customer service skills

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities including but not limited to Microsoft Excel and Microsoft Word
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Business Manager/CSBO

Direct reports:	POSITION TITLE	# of EMPLOYEES
		None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands/fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.