



Accounts Payable Specialist

Reports To: Business Manager

SUMMARY

The accounts payable specialist performs crucial job duties that ensure vendors get paid for services and products rendered. They review and process invoices, audit credit card bills, answer vendor inquiries, reconcile vendor statements, process and maintain 1099 statements and process and distribute checks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Federal Funds
 - Set up fund grants for the district.
 - Process federal fund purchase orders for monthly payment.
 - Maintain financial records for federal funds received and provide federal fund expense/revenue reports for administrators.
 - Request federal funds from the State of Wyoming on a monthly basis.
 - Post federal fund cash receipts on the accounting system on an on-going basis.
- General Funds
 - Process general fund invoices for monthly payment.
 - Make journal entries and cash deposits on system for all funds and maintain bank account files and help with bank reconciliations.
 - Prepare checks for monthly mailing.
 - File general fund vouchers monthly.
- Fixed Assets
 - Enter fixed assets on accounting system.
 - Issue physical equipment tags for fixed assets located in district.
- Fuel Taxes
 - Process gasoline and diesel tax refunds monthly to be submitted to the Wyoming Department of Transportation.
 - Maintain records of fuel tax refunds.
- School Lunch
 - Enter school lunch invoices on computer.
 - Maintain school lunch vendor files.
 - Write and dispense school lunch checks and reports each month.
 - Prepare school lunch reimbursement reports for the State Department.
 - Prepare meal count report for contract billing.

- Post receipts for school lunch accounts.
- Other
 - Perform other duties as assigned.

QUALIFICATIONS

- **Education:** High School diploma or GED required. Bachelor's degree in Accounting, Finance or related field preferred. Experience or training in general accounting or book keeping required.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Mathematical Skills:** Strong math and problem-solving skills with the ability to analyze data is required.
- **Computer Skills:** Training or experience in working with computerized accounting programs with the ability to learn new programs. Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check. Must have the ability to obtain a Notary Public Commission.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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