

Accounts Payable Specialist
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Finance**

TITLE: **Accounts Payable Specialist**

- QUALIFICATIONS:**
1. Associate or Bachelor's in Business preferred, or equivalent combination of education and experience.
 2. Knowledge of accounts payable processes, ability to keep accurate records and generate reports, ability to perform financial calculations and analysis, computer skills (spreadsheets and data entry), effective communication skills, ability to work independently.
 3. Five or more years of work experience involving accounts payable operations in a business or school system preferred.

REPORTS TO: Accounting Supervisor

JOB GOAL: To coordinate, process, and maintain accounts payable records on a timely and accurate basis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Provide customer support for vendors and employees.
3. Maintain a working knowledge of state and local policies and procedures related to disbursements.
4. Process invoices, check requests and employee reimbursements, including verification of proper budget codes, approval, and supporting documentation.
5. Maintain spreadsheets required to track and reconcile accounting records.
6. Supervise staff members in processing of accounts payable and general accounting duties.
7. Maintain vendor file, coordinate 1099 processing, oversee vendor statement reconciliations, approve payments, and provide customer service.
8. Perform accounts payable training for schools and departments.
9. Provide selected audit work papers or other requested reports.

10. Propose adjustment entries for corrections as needed.
11. Verify p-card upload file, process travel reimbursements and process internal service invoices.
12. Review batches and vendor statement reconciliations, follow up on outstanding issues.
13. Assist with Accounts Payable audits and training of new school/department clerical support.
14. Coordinate work and respond to Accounts Payable inquiries in the absence of the Accounts Payable Supervisor.
15. Provide back-up functions for Accounting Supervisor.
16. Other duties as assigned by the Accounting Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software and Google Suite.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.