



## **Accounts Payable Coordinator**

**Department:** Business Services/Finance  
**Supervisor:** Director of Business Services

**Contract:** 260 days  
**Status:** Exempt

### **Position Overview & Responsibilities**

Responsible for the accurate and timely processing of invoices and payable expenses, preparing related reports, corresponding with vendors and the public, and training and assisting staff when necessary.

- Process and maintain online system's accounts payable invoices and payment disbursements.
- Update and maintain compliance expenditures prescribed by UFARS.
- Process requisitions and purchase orders.
- Train district staff on systems, providing direction when necessary.
- Provide semi-monthly reports to the School Board and district administrators, including summary and detail check registers.
- Analyze and monitor account deficit criteria of purchasing expenditures.
- Maintain vendor records including vendor classifications for 1099s.
- Prepare 1099s required by Federal and State agencies.
- Maintain positive communication with vendor and district staff regarding problem solving and business procedures.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Performs other related duties as assigned.

### **Requirements & Qualifications**

High School diploma or equivalent (GED) required. Associate's degree in Accounting or Business or equivalent of two years in a relevant field of accounting with computer software experience preferred. Strong communication skills required.

### **Essential Functions & Skills**

This position requires an ability to work safely and independently under the direction of the Director of Business Services.

- Ability to work effectively with administrators, students, staff, vendors and guests.
- Ability to multitask and maintain confidentiality at all times..
- Ability to follow written and verbal directions.
- Strong communication and customer service skills.



**ST. MICHAEL - ALBERTVILLE SCHOOLS**

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