

Accounts Payable Support Associate
New Hanover County Schools

Job Description

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

TITLE: **Accounts Payable Support Associate**

QUALIFICATIONS:

1. High School Diploma. Associates or Bachelor's degree in Business or Accounting preferred or equivalent combination of education and experience.
2. Working knowledge of methods used in processing accounts payable; strong accounting skills; ability to keep accurate records and generate reports; proficient computer skills, especially with spreadsheets and word processing; effective communication skills, and the ability to work independently.
3. Three years of experience in the financial operations of a business or school system preferred.

REPORTS TO: Accounts Payable Supervisor

JOB GOALS: To perform various accounting and accounts payable functions to facilitate the proper and timely processing of system disbursements and accounting records.

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 accurate spreadsheets required to track and reconcile accounting records.
6. Reconcile vendor statements and research outstanding items.
7. Provide administrative support with mail, scanning, filing, and electronic vendor file maintenance.
8. Perform other duties and responsibilities as requested by the Accounts Payable 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 67

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 proficient 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.