

## OZARK R-VI SCHOOLS JOB DESCRIPTION

### TITLE: **ACCOUNTS PAYABLE/RECEIVABLE**

#### QUALIFICATIONS:

1. Education level – High school diploma or equivalent.
2. Certification or Licensure – None required.
3. Experience desired –At least two (2) years of bookkeeping or accounting experience preferred. Possession of knowledge, skills, and abilities necessary to perform the essential functions of the position. Additional preparation and/or college work related to business or accounting preferred.
4. Other requirements – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral, and written skills, time management, good attendance record and telephone skills. Computer knowledge and the ability to communicate effectively. Good work attitude with a positive and pleasant disposition.

REPORTS TO: Chief Financial Officer

JOB GOAL: Accounts payable/receivable shall be responsible for all areas that relate to the payment of bills owed by the District in accordance with district policies and procedures.

#### PERFORMANCE RESPONSIBILITIES:

1. Prepares vouchers and draws checks on the appropriate fund for payment of all bills incurred by the district.
2. Proof input of invoices to avoid duplicate payments and examine records of amounts due making sure invoices are paid according to terms and discounts.
3. Traces errors and records adjustment to correct charges or credits posted to incorrect accounts.
4. Responsible for assisting Chief Financial Officer with reconciling all deposits, cancelled payroll and accounts payable checks with bank statements.
5. Maintains a complete and systematic set of records of all financial transactions of the district and submits them for audit.
6. Collects W-9's and prepares Internal Revenue Service Forms 1099 for services purchased for the district.
7. Prepares a monthly financial statement for the Board of Education.
8. Maintain purchase orders which include troubleshooting, assisting Chief Financial Officer in monitoring staff that proper procedures are followed, and seeing that all items are received before payment is made.
9. Responsible for checking coding on encumbered purchase orders and invoices.
10. Responsible for all Envision transactions and returned checks.
11. Assist Chief Financial Officer in overseeing the P-Card activity and proper procedures are followed.
12. Responsible for receiving, encoding and processing deposits and sending to the bank.
13. Responsible for free/reduced lunch process including application entry, verification process, summary report and notification of parents.
14. Assists in other duties at the request of the Superintendent or Chief Financial Officer.

PHYSICAL DEMANDS: Requires some lifting of files and storage containers

TERM OF EMPLOYMENT: 12 months as per school board policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Chief Financial Officer

APPROVED BY SCHOOL BOARD: February 21, 2019