

**27J SCHOOLS
CLASSIFIED JOB DESCRIPTION**

Job Title: Accounts Payable and Purchasing Card Administrator
Date Prepared or Last Modified: November 10, 2017, Reviewed December 2020
Work Year: 12 months
Department: Finance
Reports To: Finance Director

SUMMARY: Manage and maintain the accounting functions associated with the District’s Purchasing Card program and Accounts Payable system. Prepare accurate and timely processing, recording, and reporting of all monthly expenditures. Compile and prepare various financial reports/backup for the Comprehensive Annual Financial Report (CAFR).and quarterly monitoring report.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- D 35% Review and process accounts payable invoices making any necessary corrections to coding to ensure compliance with CDE (chart of accounts) in accordance with the Superintendent and district policy/procedures. Process payments and other related transaction within the financial system. Prepare vouchers, and purchase orders for payment, processing checks, and communicate with employees/vendors to resolve billing issues. Primary point of contact for the accounts payable customer service function with focus on providing excellent customer service to both internal and external customers. Develop and maintain positive, productive working relationships with all customers.
- D 25% Administers the district-wide Purchase Card Program. Processes applications for new Purchase Cards, name changes, card cancellations, and district account updates. Audit all District purchasing cards monthly statements for compliance with district purchasing policies to ensure proper general ledger coding and proper documentation for each transaction. Notify secretaries of errors and maintain audit log. Conduct internal compliance checks to insure purchasing card user files are complete and obtain appropriate supporting documentation. Makes independent decisions to resolve daily issues with purchasing card program. Meets with purchasing card provider to review spend data, trends, system concerns, future version updates or new releases. Verify rebate percentages are accurate and in accordance with the contract. Point of contact with Purchasing Card bank JP Chase Morgan.
- D 7% Review and process purchase order requests for compliance with district purchasing policies. Make any necessary corrections to purchase orders, approve in the financial system, print and distribute.
- D/M 5% Implement and provide technical training and support to district staff on purchasing, accounts payable and purchase card (P-card) procedures.
- M 5% Responsible for reconciling all general ledger accounts pertaining to Accounts Payable.
- W 7% Coordinate proper approval of \$20,000+ invoices to ensure compliance with Board policy.
- Q 15% Coordinate with Finance Director to create district wide AP and P-card expense summaries used in Quarterly Board of Education reports. Meet with Finance Director to review purchasing card expenditures and discuss strategic trends reviewed with provider to determine a plan to maximize annual rebate.
- Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: Associates Degree in Business Administration required or equivalent related education /training.

EXPERIENCE: Over 2 years of accounts payable and/or purchasing card experience.

***SKILLS, KNOWLEDGE, & EQUIPMENT:** Must possess good oral and written communication skills, good interpersonal, and microcomputer skills. Knowledge of accounting, bookkeeping, accounts payable, purchasing procedures, . Technical knowledge and experience with computerized accounting systems. Operating knowledge basic office equipment, and Internet based software applications. Knowledge and experience with MS Office Excel required for hire. Experience with General Ledger software preferred at the time of hire, but not required. Operating knowledge of AS/400 software within 3 months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts a resource for others by providing training to staff on accounts payable and pcard policies.

JUDGMENT AND DECISION MAKING: Work is assigned by the Director of Accounting based on the content of the assignment in accordance with the job description. This position will provide direct support to principals and department heads with regards to payables and pcard policies. Decision making requires collaboration with school principals, department managers, outside banks and senior management. Supervisor is always involved in decision making.

DIVERSITY OF DUTIES: Requires cross training in accounting, bookkeeping, accounts payable, purchasing policies, district operations and organization, MS Office Excel, accounting software, and AS/400. Ability to develop and maintain positive, collaborative working relationships with district staff and vendors and provide technical support for account payable and purchase card policies. Works on a daily basis with schools/departments within the district.

SAFETY TO SELF AND OTHERS: No safety issues resulting in an injury.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands or arms. There are no lifting requirements associated with this position. There are no special vision requirements associated with this position.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. Frequently required to compile and negotiate.