

Bourne Public School District

Functional Job Description

Title: Accounts Payable/Payroll Lead

Reports to: Director of Business Services

Essential Duties and Performance Responsibilities

1. Payroll

- Maintain payroll, including tracking base salary, longevity, stipends and service time
- Work closely with the Director of Business Services, the Executive Assistant for Employee Services, and the Town offices regarding all payroll and benefits matters.
- Work with MTRS and Barnstable County Retirement Board to ensure all proper records are maintained regarding personnel, deductions and to facilitate the retirement process for all qualified employees
- Advise in the preparation of all paperwork for new employees.
- Prepare all payroll warrants for signatures and processing.
- Prepares end-of-year lump sum, escrow payroll and encumbrances.
- Prepare projected payroll for successive fiscal years for budget preparations.

2. Accounts Payable

- Facilitates purchase order processes for the district
- Ensure vendor numbers are assigned, reconcile budget account codes/numbers/series, obtain authorization to pay invoice, reconcile approval signatures, maintain records of invoice payment on purchase order
- Generates accounts payable warrants for signature
- Liaison to vendors concerning accounts payable procedures. Troubleshoots problems with payments; researches files and prepares correspondences to vendors as needed.
- Answers questions from district staff and administrators concerning accounts payable procedures. Troubleshoots problems with payments; researches files and prepares correspondences as needed.
- Maintains district vendor file; establishes new vendor numbers; updates vendor information as needed; maintains W9 data in the vendor information file.
- Reconciles amounts and information on vendor statements. Contacts vendors to resolve discrepancies. Responsible for maintaining all accounts in current and correct status.
- Verifies and records information and coding on school district employee claims for reimbursement and other non-purchase order expenditures.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Prepares financial reports as directed by the Director of Business Services.

3. Utilizes specialized accounting software efficiently

4. Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

5. Covers central office telephones when necessary

6. Performs other duties as assigned for the purpose of ensuring efficient and effective functioning of the business office.

Physical Demands

Vision - Must be able to prepare and read documents and use a computer and other office equipment on a daily basis.

Auditory and Verbal Communication - Must be able to communicate effectively and efficiently by telephone and in person with School Committee members, staff, students, parents and the public.

Physical Abilities - Performing this position requires extended sitting, filing, and use of a computer and other school office equipment.

Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position.

Qualifications

- A post-secondary school education and degree or some portion thereof, and/or 3-years previous office experience in finance, accounting, or bookkeeping
- MCPPO certified or certifiable
- Knowledge of statutory requirements related to the conduct of business in the public domain including general accepted accounting practices
- Strong computer skills, including familiarity with Microsoft Office and Excel.
- Detailed-oriented and high level of proficiency and accuracy in all duties.
- Strong written and verbal skills
- Ability to process, and appropriately maintain, sensitive, confidential material about employees
- Ability to exercise discretion, work independently, and carry out complex assignments
- Ability to interact appropriately and in a positive manner with the School Committee, public, staff and vendors
- Ability to learn and understand district policies, rules and procedures and legal requirements
- Ability to think ahead and anticipate problems and solutions
- Ability to self-motivate
- Ability to work in a team environment and develop cooperative and harmonious workplace relations

Salary: To be negotiated

Terms of Employment: Employment Agreement, 12 month work year, 52 weeks per year, 7.5 hours per day;

Evaluation: Evaluated annually by the Director of Business Services