



**GENERAL INFORMATION**

<i>TITLE</i> .....	Accounts Payable
<i>DEPARTMENT</i> .....	Administrative Assistants
<i>LICENSURE</i> .....	Not Applicable
<i>ENDORSEMENT</i> .....	Not Applicable
<i>CLASSIFICATION</i> .....	Classified
<i>FLSA STATUS</i> .....	Non-exempt
<i>REPORTS TO</i> .....	Assistant Superintendent for Finance and Operations or his/her designee
<i>SUPERVISORY RESPONSIBILITIES</i> .....	Not Applicable
<i>PRIOR EXPERIENCE</i> .....	Experience as an administrative assistant/secretary and work in finance is preferred
<i>EVALUATION</i> .....	Evaluated by the Assistant Superintendent for Finance and Operations and/or other certified evaluators using the agreed upon evaluation tool.

**JOB GOAL(S)**

Under general supervision from administration, the employee will:

- Perform a variety of financial activities relating to the proper payment of vendor invoices, recording and/or updating financial information in accordance with established policies, procedures, and practices.

**MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES**

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

*General*

- Identify and resolve problems in a timely manner.
- Maintain confidentiality.
- Communicate well with others.
- Prioritize and plan work activities and use time efficiently.
- Maintain a high level of ethical behavior and confidentiality.
- Meet challenges with resourcefulness and generate suggestions for improving work.
- Respond to inquiries from a variety of sources (e.g. vendors, internal staff, auditors, etc.) for the purpose of providing necessary information for completing transactions, taking action and/or complying with established fiscal guidelines.
- Order supplies and maintain equipment as needed.
- Perform record keeping and program specific clerical functions for the purpose of documenting activities and providing written reference and/or conveying information.
- Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information required to perform job functions.
- Maintain regular on-time attendance.
- Follow and maintain knowledge of all District policies and procedures.
- Research, create, input, format, organize, and edit relevant data as needed or requested and prepare in a usable format for Department for Finance and Operations.
- Back-up others in Department for Finance and Operations for the purpose of covering job responsibilities in the event of an absence and/or leave.
- Maintain working relationship with vendors for the purpose of ensuring future business relationships are maintained.
- Generate monthly reports for Board and annual 1099 for tax purposes.
- Assists in balancing District’s bank account statements on a monthly basis.
- Ensure that necessary information is maintained to ascertain which vendors are subject to 1099 reporting and generate 1099 forms.
- Assign vendor numbers to requisitions and verifies accuracy of requisitions.
- Add, update, and obtain vendor payment information to enter in the financial accounting system when necessary.

- Assist in posting deposits, cash receipts, journal entries, and budget transfers.
- Assist auditors for the purpose of providing required information and coordinating necessary project activities.
- Review receiving reports for the purpose of matching it with purchase order and vendor invoice.

#### *Communication and Correspondence*

- Prepare all remittance information to be mailed with checks.
- Communicate with vendors in reference to purchase orders and invoices to ensure accurate payment to all vendors.
- Communicate with all campuses and departments to ensure timely and accurate payment to all vendors.
- Assist District staff and vendors in answering questions in reference to items ordered, budget codes, requisitions, policy, and procedures.
- Communicate with the bank for stop payments and check status periodically.
- Resolve billing and statement discrepancies for the purpose of ensuring accurate accounting.
- Inform personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action, and/or complying with established fiscal guidelines.

#### *Processing and Preparing Information*

- Process a variety of fiscal information (e.g. accounts payables, accounts receivable, federal aid, state applications, invoices, requisitions, purchase orders, etc.) for the purpose of updating information, ensuring accuracy, and/or authorizing final action in compliance with accounting requirements.
- Compile all purchase orders and invoices for payment for the purpose of providing required documentation and/or processing information.
- Research discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Process requisitions and purchase orders for manual checks and posts all manual checks.
- Prepare a variety of financial records and/or reports for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Prepare Board reports for all expenditures.
- Completes quarterly tax returns and payroll related vendor payments.
- Prepare financial reports, correspondence, and documents (e.g. vendor statements and checks, reminder notices, W9s, etc.) for the purpose of providing documentation and information to others.
- Prepare a variety of written materials (e.g. invoices, general ledger reports, purchase order, cash receipts, federal and state reimbursements, supporting documentation, open purchase order reports, vendor history reports, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal, and administrative requirements.
- Reconcile and facilitate all purchasing-card (P-Card) related activities.
- Reconcile account balances as assigned (e.g. year-end closing of accounts receivables, bank statements, purchase orders, etc.) for the purpose of maintaining accurate balances and complying with accounting practices.

#### *Budgeting*

- Assist the Department for Finance and Operations in the preparation of the annual budget.
- Assist District personnel and others who are responsible for budget line items and the maintenance of those line items.
- Review budgets and expenditures of individual schools with Department for Finance and Operations leadership.
- Compile statistical and financial data for the purpose of providing information for recommendations and budgeting purposes.
- Review purchase requisitions to ensure that budget codes are appropriate for the item(s) being purchased, and follow financial accounting guides and District policies.
- Ensure that budgets being affected on purchases requisitions have sufficient balances to cover expenditures.

#### *Technology*

- Organize and conduct trainings and user meetings for department personnel for the purpose of disseminating information and maximizing use of software applications.
- Familiar with Skyward software package (School Financial Reporting and Recordkeeping)
- Enter and maintain all requisitions and purchase orders on Skyward

#### *Record and File Management*

- Maintain current accounts payable vendor files.
- Maintain a variety of confidential and non-confidential financial information, files and records (e.g. check requests, settlements, free/reduced lunch refunds, vendor identification, scanned supporting documents, partial payment logs, etc.) for the purpose of providing up-to-date reference and audit trail.

- Monitor purchase order files and related financial activity for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Maintain new vendor files and W9 follow-up.
- Maintain essential records and legal documents as determined by state records retention information
- Maintain automated vendor files and spreadsheets for the purpose of maintaining vendor accounts.
- Maintain vendor files in alphabetical order with all unpaid purchase orders being current.
- Maintain accurate accounting files and performs summer updates of the accounting system.
- Reconcile accounts payable records and files for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Maintain files of paid and unpaid invoices and purchase orders.
- Maintain the general ledger in conformance with generally accepted accounting principles.
- Maintain District fixed asset records.

#### *Registration*

- Responsible for enrolling all new students to the District, verifying residency, and entering all records and information.
- Serve as resource to employees, parents, and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district registration operations.
- Prepare information and keep enrollment packets updated.
- Organize Kindergarten enrollment.
- Follow-up with families who have not provided all residency documents.
- Refer unresolved issues of residency with supporting documentation for review.
- Assist with McKenny-Vento Act compliance.

### **MENTAL DEMANDS**

#### *Knowledge*

The employee is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of various software packages including but not limited to GoogleApps for education, word processing, and spreadsheet creation; parent notification systems, working knowledge of basic hardware operations used by the district including but not limited to white boards, chrome books, laptop/desktop, and iPads.

#### *Ability*

The employee is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience, a sense of humor, and teamwork.

#### *Education/Preparation*

At a minimum, the employee shall possess the equivalent of a high school diploma. However, verifiable college coursework beyond a high school diploma is preferred.

#### *Reasoning*

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess ability to interpret an extensive variety of technical instructions in written, oral, diagram or schedule form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, and hallways

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

**ADOPTED**

- January 14, 2019