

TITLE: DISTRICT OFFICE ACCOUNTS PAYABLE SPECIALIST

QUALIFICATIONS: High School Diploma or G.E.D.
Experience with accounts payable/receivable procedures and processes
Experience with office computer programs, procedures and equipment
Demonstrated interest in and aptitude for work to be performed
Must possess effective communication skills

REPORTS TO: Controller

JOB GOAL: To assist district level administrators in the efficient operation of the school district

JOB RELATED FUNCTIONS:

Directed activities shall include but are not limited to the following:

1. Process purchase orders, invoices and vouchers.
2. Utilize a variety of computer programs/equipment as required for the successful completion of the accounts payable process.
3. Review and audit invoices and other payments to ensure accuracy in coding, appropriate approvals, adequate supporting documentation, and compliance with policies and procedures.
4. Review, verify, reconcile, and upload purchasing card transactions into the accounting system.
5. Print and distribute accounts payable checks.
6. Assist with maintaining appropriate accounting procedures and records.
7. Process and prepare federal and state 1099 tax forms.
8. Responds appropriately to both vendor and internal requests.
9. Reconcile vendor statements monthly- researching missing invoices, invoicing errors and disputed charges.
10. Run ad hoc reports as requested
11. Validate all vendor changes and ensure W-9 compliance is maintained.
12. Prepare documents and copies as needed.
13. Maintain employee and district confidentiality.
14. Perform other duties that may be assigned by the supervisor.

SKILLS AND ABILITIES:

- Ability to take ownership and work independently
- Use initiative and judgment to problem solve
- Organization and time management skills
- Attention to detail and accuracy

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent and their designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office, the District Office and at PFSD.com.

The employment period (work year) shall be set by the Superintendent or their designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

EVALUATION

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.