

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ACCOUNTS PAYABLE SPECIALIST

POSITION TITLE: Accounts Payable Specialist

REPORTS TO: Supervisor of Accounting, Auditing and Procurement

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Performs a variety of complex clerical and accounting tasks, applies accepted policies and/or procedures to the preparation and maintenance of accounting records, and prepares financial and statistical reports. Under minimum supervision, performs accounting procedures and prepares reconciliations related to processing invoices for payment and general accounting functions according to established procedures. This person must have the ability to communicate well, both verbally and in writing.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to flex working hours
- Ability to do light lifting for purposes of filing and related duties
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Weekly preparation of accounts payable checks and ACH files
- Manages general school system financial activities involving the processing of expenses
- In coordination with other Accounts Payable Specialist, prioritizes workload to ensure that deadlines are met and payments are made in a timely manner
- Processes ACH payments through the bank website
- Processes stop payments through the bank website
- Processes timely payments for the school district for all expenses, verifying prices, approvals, and account numbers (bus contractors, utility bills, travel, travel reimbursements, checks to cover payroll garnishments and other reimbursements)
- Process all field trip bus contractor payments with the use of the appropriate software

- Conducts follow-up calls to receiving departments if vendor invoice is ready for payment but no receipt report is on file
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner
- Operates the check-writing machine to generate payments
- Responsible for the preparation and distribution of weekly Accounts Payable (A/P) checks and Automated Clearing House (ACH) payments
- Ensures postage is downloaded and invoice paid for the school system postage machine, assists with ordering supplies for the postage machine
- Sorts and distributes incoming and outgoing mail as needed
- Performs routine clerical tasks as needed, including typing, data entry, filing, answering phones, and recording/filing of all documentation
- Maintains a wide variety of office records, files, and reports in a confidential manner
- Maintains vendor lists and maintains IRS form 1099 records
- Responsible for 1099's to be sent to individuals and the federal government
- Maintains productive contacts with vendor accounts payable and receivable departments
- Date stamps all incoming mail and scans/metros invoices to appropriate departments for payment processing
- Routes invoices to proper individuals for approval for payment
- Assists and acts as a backup for the other Accounts Payable Specialist
- Communicates with vendors for payments, invoices, signatures, etc.
- Works with all schools, secretaries, and offices to process payments in a timely manner and prior to due dates
- Works with independent auditors as well as federal and state auditors
- Voids and replaces checks monthly
- Handles calls/questions with regards to payment status of travel and tuition reimbursement and payment status on all system payments
- Communicates with suppliers regarding errors or questions on invoices
- Performs other related and non-related job duties as assigned

QUALIFICATIONS

Required:

- High school diploma or GED
- Five (5) years of experience in payment processing, accounting, or bookkeeping
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position
- Demonstrated proficiency in the use of technology, including word processing and spreadsheet applications and accounting software

Preferred:

- Associate degree in accounting or business
- Experience with Microsoft software.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 22

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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