



# KINGSWAY REGIONAL SCHOOL DISTRICT

## JOB DESCRIPTION

### Accounts Payable Specialist

(Rev. 12/17/2012, Rev. 04/28/2016)

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#### Qualifications:

1. High school diploma or equivalent;
2. Bachelor's degree in Business Administration preferred;
3. Demonstrated knowledge of double entry accounting as required by generally accepted accounting principles (GAAP);
4. Knowledge of Microsoft Office software package, and Systems 3000 Visual Fund Accounting software package preferred;
5. Ability to communicate effectively;
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status;
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### Reports To:

School Business Administrator/Board Secretary

#### Job Goal:

Process accounts payable in an organized manner in accordance GAAP and ensure District purchasing is conducted in accordance with Public School Contracts Law. Goals are for both Kingsway Regional and South Harrison School District.

#### Performance Responsibilities:

1. Process vendor invoices and prepare bill lists for Board approval prior to disbursement of monies.
2. Receive funds and prepare deposits as required to district depository.
3. Prepare and distribute purchase orders after receiving approved requisitions from the School Business Administrator/Board Secretary and Superintendent. Handle all inquiries from District staff members and vendors.
4. Record all fixed assets within the accounting system, maintain asset tags, and prepare annual reports in accordance with GAAP.
5. Update the District's purchasing manual on an annual basis and ensure District personnel maintain compliance with all policies and procedures.
6. Coordinate the training of District personnel in the use of the remote requisition module.
7. Assist in the preparation of monthly bank reconciliations and preparation of the Board Secretary report.
8. Maintain proficiency in all payroll-related functions to back-up Payroll Administrator in the event of emergency. This shall include the filing of all quarterly, monthly and annual federal and state reports.
9. All other duties as assigned by the School Business Administrator.
10. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

#### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Business Office Support
Pay Grade/Compensation Structure:	G12
Evaluation:	In accordance with Board policy
Job Code:	9300