



St. Helens School District
St. Helens, OR
Job Description

Job Title: Accounts Payable
Reports To: Chief Financial Officer

JOB SUMMARY

This position is responsible for processing accounts payable and purchasing for the entire District and assisting the Chief Financial Officer with various fiscal services. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed in a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Perform general office duties including answering phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail
2. Master District and professional computer programs
3. Demonstrate proficiency with databases, spreadsheets, accounting programs
4. Competently use a ten-key adding machine
5. Appropriately maintain and secure confidential records and inquiries. Professionally represent the District in interactions with parents, community, staff, and students
6. Interpret and communicate effectively person-to-person using both verbal and written skills with both in-District personnel and outside entities (especially vendors and government agencies) for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with fiscal guidelines.
7. Read, comprehend, and employ documents including, but not limited to, computer program directions, job specific technical manuals, District Policies and Procedures, and other informational and professional documents specific to assigned duties.
8. Efficiently, effectively and accurately manage purchase requisitions, purchase orders, invoices and statements to assure that all goods and services are received and all procedural requirements are met, including those set by law and Board policies, prior to recommending District payment.
9. Complete a high volume of computer data entry work, using various computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with frequent interruptions.
10. Prioritize and implement multiple tasks without detail support or supervision under the stress of constrictive time lines and remain flexible despite schedule interruptions or revisions to meet the needs of the Department or District
11. Provide support to District auditors
12. Manage special projects as assigned by the Chief Financial Officer
13. Prepare invoices
14. Assist with e-Rate filings
15. Manage petty cash funds and postage deposit accounts
16. Maintain vendor list and 1099's with current information
17. Validate, generate, review, edit and process 1099s, mail to vendors and submit to IRS
18. Comply with applicable District, state, local and federal laws, rules and regulations

19. Compile and prepare reports for Administration or outside agencies as required.
20. Attend work regularly

SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position, except that all school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED) required. Associates degree preferred and at least two years related experience in accounting or equivalent combination of education and experience. Working knowledge of accounting rules and regulations affecting public schools. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in public sector accounting environment strongly preferred.
2. **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on resolving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with the public.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from staff, regulatory agencies or members of the community. Ability to effectively present information to District administrators and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs. Ability to apply concepts of basic algebra.
5. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
6. **Computer Skills:** General knowledge of computer usage and ability to use accounting, database, internet, email, spreadsheet and word processing software applications. Ability to proficiently use the following programs strongly preferred: Infinite Visions, Gmail, MS Word and Excel. Ability to type accurately and proficiently.
7. **Other Skills and Abilities:** Ability to appropriately communicate with vendors, staff, members of the community and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
8. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in person and on the phone 6-8 hours per day. The employee is frequently required to walk; sit for 5-6 hours; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard, video display terminal, copy machine and other job-related equipment. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close and color vision. The noise level in the work environment is usually low to moderate.

WORK ENVIRONMENT

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 3/2024

I have read and understand this job description.

Signature: _____

Date: _____