

Position: Accounts Payable Assistant

Job Summary: The Accounts Payable Assistant is responsible for managing the district's accounts payable functions ensuring the timely and accurate processing of invoices, payments, and financial records. This position plays a key role in maintaining the district's financial operations by collaborating with vendors, staff, and stakeholders to resolve payment issues and ensure compliance with district policies and regulatory requirements. The ideal candidate is detail-oriented, organized, and committed to maintaining financial accuracy and efficiency.

Qualifications/Minimum Requirements:

1. An associate's degree in accounting, finance, or a related field is preferred.
2. Minimum of 2 years of experience in accounts payable, bookkeeping, or financial operations.
3. Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
4. Strong organizational and time-management skills, with attention to detail and accuracy.
5. Excellent communication and interpersonal skills for interactions with vendors, staff, and stakeholders.
6. Knowledge of generally accepted accounting principles and financial reporting.
7. Familiarity with school district or public sector financial systems is preferred.
8. Ability to maintain confidentiality and handle sensitive financial information with discretion.

Reports to: Chief School Business Official (CSBO)

Responsibilities:

Invoice and Payment Processing

- Review, verify, and process invoices and purchase orders for payment in compliance with district policies and procedures.
- Prepare and schedule payments, including checks, electronic funds transfers, and ACH transactions.
- Ensure proper documentation and approvals for all payments.

Financial Recordkeeping

- Maintain accurate and organized accounts payable records, including invoices, receipts, and vendor information.
- Reconcile accounts payable transactions and ensure alignment with the general ledger.
- Generate monthly, quarterly, and annual reports on accounts payable activities.

Vendor and Stakeholder Communication

- Communicate with vendors and staff to resolve discrepancies, answer inquiries, and ensure timely payment of invoices.
- Establish and maintain positive relationships with vendors and service providers.

Compliance and Auditing

- Ensure adherence to district policies, state and federal regulations, and accounting standards.
- Provide documentation and support for financial audits and reviews as required.

Administrative Support

- Assist the CSBO and finance team with special projects and financial tasks as needed.
- Perform clerical tasks such as filing, data entry, and correspondence related to accounts payable functions.

Additional Duties

- Provide backup support for other financial operations to ensure continuity of services.
- Identify opportunities for process improvements in accounts payable procedures.

Day-to-Day Duties:

- Accounts payable
 - P-card oversight
 - Utility payments
 - Bills
- Student Activity Funds
- Bus trip coordination
- Tuition reimbursement
- Salary Advancement
- W9's & 1099's
- Medicaid Administrative Claim Quarterly reports
- Order Custodial Supplies
- Records Disposal

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.