

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

ACCOUNTS PAYABLE SPECIALIST

POSITION TITLE: Accounts Payable Specialist

REPORTS TO: Supervisor of Accounting and Auditing

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
- Possess considerable knowledge of technology, including word processing, spreadsheet applications, and accounting software

DUTIES AND RESPONSIBILITIES:

- Prepares accounts payable checks and ACH files weekly
- Manages general school system financial activities involving the processing of expenses
- Assists the Fiscal Records Specialist-Accounts Payable in maintaining detailed tracking log of invoices received and monitor outstanding invoices for payment
- 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 codes prior to invoice payment
- Retrieves field trip invoices from Versatrans, submit to appropriate school/department for approval for account verification and track trips in Excel
- Conducts follow-up calls to departments and schools 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
- Prepares and distributes 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
- Ensures the postage machine always has available funds. Tracks postage machine to make sure funds are sufficient on the purchase order
- 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. Scans, imports and indexes documents into DocStar program. Enters pertinent information into the system to ensure accurate recall for future audit retrieval purposes
- Maintains a wide variety of office records, files, and reports in a confidential manner
- Maintains productive contacts with vendors' accounts payable and receivable departments
- Date stamps all incoming mail and scans invoices to appropriate departments and schools for payment processing
- Assists and acts as a backup for the Fiscal Records Specialist-Accounts Payable
- Corresponds with vendors and responds to payment status inquiries. Researches aged invoices received from vendors in the accounts payable system to see if paid; if not paid, then will coordinate with departments/schools for review and approval for payment.
- Assists the Fiscal Records Specialist-Accounts Payable in verifying vendor accounts by reconciling monthly statements and related transactions
- Works with all schools, secretaries, and offices to process payments in a timely manner and prior to due dates
- Provides support in the monitoring of the status of purchase orders
- Assists accounting staff with the compilation of audit documentation
- 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
- Works with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines
- Performs other related and non-related job duties as assigned

QUALIFICATIONS

Required:

- High school diploma or GED
- Associate degree OR three (3) years of relevant experience
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)
- 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

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 23

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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