



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Accounts Payable Specialist
Department / Location:	Business Services / District Office
Reports to:	Deputy Superintendent
Employees Supervised:	None
Classification:	12-month
Status:	Non-exempt
Created / Revised:	August 2025
Board Approved:	N/A

Position Summary

Under the direction of the Deputy Superintendent, the Accounts Payable Specialist ensures the accurate and timely processing of financial transactions for the district. This position is responsible for receiving, reviewing, and processing vendor invoices; managing staff reimbursements; preparing reports for Board of Education meetings; and ensuring compliance with district policies and regulatory requirements. The Specialist supports audit readiness, prepares 1099 filings, and maintains accurate financial records. This role requires strong attention to detail, adherence to internal controls, and the ability to collaborate effectively with staff across departments to support the fiscal integrity of the district.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Receive, record, and process invoices for payments, including routine recalculating of price extensions, due dates, discounts, account codes and payment addresses.
2. Process monthly travel reimbursement and in-district mileage requests.
3. Prepare district invoices to request payment.
4. Complete bank reconciliations.
5. Review and approve journal entries for all buildings/departments.
6. Prepare journal entries for Director of Business Services.
7. Audit purchase orders to check for compliance with Board of Education policies.

8. Receive, record, and deposit cash and checks daily.
9. Perform tasks related to audit preparation.
10. File 1099's as required.
11. Prepare monthly Vouchers Payable reports for board meetings.
12. Prepare the monthly gift report for the Board of Education meeting.
13. Maintain district credit cards
14. Reconcile monthly vendor statements
15. Process and maintain/monitor district purchase orders
16. Process accounts payable batches weekly (or as needed)
17. Attend work regularly.
18. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
2. Maintain knowledge of software and equipment used to perform duties, such as: Skyward, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
8. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
9. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.

7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent required.
2. Previous accounting experience preferred.

Licenses and Certifications

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.