JOB DESCRIPTION
Park Hill School District

Accounts Payable Assistant

Purpose Statement

The job of Accounts Payable Assistant is done for the purpose/s of providing support for department functions with specific responsibility for performing activities related to the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to the Purchasing Agent

Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files and records (e.g. purchase orders, invoices, accounts payable warrants, shipment verification, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. procedures, P-cards, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data (e.g. P-cards, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Creates and maintains vendor information records in the organzation’s accounting software and issues 1099 tax forms in compliance with IRS regulations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; meticuous attention to detail; and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; and keyboarding.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data; accuracy and attention to detail; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience — Job related experience is required. Experience in a high-volume electronic Accounts Payable environment preferred.

Education — High school diploma or equivalent.

Associate’s degree in accounting or business administration preferred.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Professional AP certification credentials preferred

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt