

## ELIDA BOARD OF EDUCATION

### JOB DESCRIPTION

Title: Accounts Payable

Reports to: Treasurer

FLSA Status: Non-Exempt

**Description:**

Assists the Treasurer in the accurate and efficient operation of the Treasurer's Office. Duties include performing accounting and financial support functions; processing accounts payable and receivable transactions; maintaining financial records and reports; supporting purchasing and inventory controls; and assisting with compliance requirements as prescribed by law, board policy, and administrative guidelines.

NOTE: The below lists are not ranked in order of importance.

**Essential Functions:**

- Interact with staff and the public with tact, professionalism, and courtesy
- Maintain strict confidentiality of financial and personnel information
- Promote positive public relations through professional appearance, attitude, and communication
- Attend meetings and in-services as required
- Assist the Treasurer with daily accounting and financial office operations
- Process accounts payable transactions, including purchase orders, invoices, and warrant checks
- Verify accuracy of invoices, account coding, and supporting documentation
- Maintain vendor files, including W-9 forms and 1099 reporting information
- Assist staff with purchasing procedures and applicable board policies
- Maintain financial records in accordance with records retention requirements
- Assist with accounts receivable processing, including receipting and deposits as assigned
- Prepare routine financial reports and documentation for administrative use
- Maintain fixed asset and inventory records
- Assist with month-end and fiscal year-end accounting activities
- Prepare bank deposits and assist with reconciliation activities as directed
- Assist with preparation and organization of materials for audits and financial reviews
- Maintain electronic and manual filing systems
- Perform clerical and administrative support functions
- Stay current with applicable laws, regulations, and procedures
- Perform other duties as assigned by the Treasurer

**Qualifications:**

- Minimum: Associate's degree in accounting, business, or a related field with relevant accounting or governmental finance experience, or an equivalent combination of education and experience as determined by the Board.
- Prior experience in accounts payable, payroll, or governmental accounting preferred.
- Experience with computerized accounting systems and financial software desirable.

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Strong organizational and time-management skills
- Attention to detail and accuracy
- Ability to communicate clearly and effectively
- Proficiency with office software applications
- Ability to handle confidential information
- Ability to prioritize tasks and meet deadlines
- Knowledge of office procedures
- Ability to perform basic math calculations accurately

**Additional Working Conditions:**

- Office-based work environment
- Frequent computer and keyboard use
- Occasional lifting of light office materials
- Occasional interaction with staff, students, and the public

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