

**Position:** Accounts Payable and Accounts Receivable Representative

**Reports to:** Director of Finance and Operations

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

### **Position Summary**

The Accounts Payable and Accounts Receivable Specialist is responsible for managing the full cycle of both accounts payable and accounts receivable operations. This includes purchase order management, invoice processing, payment handling, vendor maintenance, customer invoicing, and collections. The role also supports month-end and year-end closing procedures, internal controls, and general fiscal operations.

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### **Essential Duties and Responsibilities**

- **Accounts Payable Responsibilities:**

- Manage full cycle AP processes: verify account numbers, schedule and prepare checks/vouchers, resolve discrepancies, and reconcile vendor accounts.
- Coordinate activities related to invoice receipt, posting, and verification.
- Perform fiscal year-end closing processes and prepare year-end schedules.
- Ensure discount opportunities are utilized during payment processing.
- Maintain vendor files and ledgers; organize and track billing and payments.
- Prepare and distribute 1099 tax forms annually.
- Provide documentation for internal and external audits and maintain supporting records.
- Communicate with staff and vendors regarding billing/payment issues.

- **Accounts Receivable Responsibilities:**

- Maintain accurate customer information and account records.
- Generate and send monthly invoices for tuition (e.g., HEEC).
- Process incoming payments and deposits promptly.
- Reconcile receivables and monitor aging reports to identify overdue accounts.
- Follow up on delinquent accounts and escalate as necessary.
- Follow through on collection actions for delinquent accounts.
- Prepare AR reports for management and assist with cash flow forecasting.
- Ensure compliance with district policies and accurate posting of transactions.

- **General Duties:**

- Communicate and work with staff and vendors on billing/payment issues and respond to inquiries with tact and diplomacy.
- Assist in budgetary adjustments, provide projections for current encumbrances and future budgets, monitor site budgets, and maintain financial documents for projections and budgeting.
- Review open purchase orders (PO) lists and work with staff to update encumbrances; process and maintain encumbrance balances.
- Process journal entries (JE) and assist in various balancing procedures.
- Maintain the strictest confidentiality concerning personnel, students, operational concerns, and financial data of the district.
- Promote good public relations and maintain positive professional relationships with staff and vendors.

- **Other Duties and Responsibilities:**

- Cross-train and perform other finance office operations as needed.
  - Attend meetings and in-services as required.
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### **Qualifications/Certificates:**

- **Education & Experience:**

- Bachelor's degree in Business Management, or a related discipline strongly preferred; high school diploma required.
- Minimum of five (5) years of related AP/AR or business office operations experience required.
- Experience working with internal and external auditors preferred.
- Strong working knowledge of School ERP Pro accounting software system preferred.
- Must be bondable.

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

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing.

- Strong time management and project management skills; ability to meet deadlines and multi-task effectively.
- Experience with double-entry accounting software.
- Proficiency with Microsoft Office products (especially Excel) and other financial software.
- Good analytical, organizational, problem-solving, and math skills.
- Effective communication and active listening skills.
- Ability to work effectively with others and maintain a level of approachability.

### **Additional Working Conditions**

- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms.
- Repetitive hand motion (e.g., computer keyboard, typing, calculator, writing).
- Frequent interruption of duties by staff, visitors, and/or telephone.
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds.