

Accounts Payable Coordinator

DEPARTMENT:	Finance	REPORTS TO:	Director of Accounting
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-exempt

Position Description

Coordinate the processing of requisitions, purchase orders, and accounts payable records for the Kirkwood School District. Create and analyze payable reports, process payments, and perform accounting functions to ensure the district is in compliance with state and federal law as well as district policies. Establish and maintains effective relationships with students, staff, and community. Regularly involves sharing critical, sensitive, or confidential information with others.

Task Title	Essential Job Functions	Percent of Time Spent
Accounts Payable Coordination	- Coordinate the district's accounts payable records and procedures. - Create and maintain vendor accounts by maintaining organizational system of incoming vendor invoices, verifying invoices against approved purchase order and supplemental required documentation, processing invoices for payment, creating voucher packet for Board of Education approval and upon approval producing and disseminating district checks, and following up on outstanding checks - Complete federal reports for funds resulting from voiding checks and prepare 1099's. - Monitor so that district accounting procedures are followed to ensure efficient and accurate records management for the Kirkwood School District.	60%
Year-end Processing	- Coordinate and process fiscal year-end closing of expenditures and prepare for annual voluntary audit. Inform users of deadlines - Follow up on encumbrance report to resolve any outstanding purchase orders. - Review procedures, prepare requested reports, and accurately and consistently code expenditures	25%
Mileage Reimbursement Management	- Verify reimbursement recipients and amounts with Human Resources. - Prepare instructions, information, and spreadsheet, and update reimbursable rate. - Review, code, and process reimbursement checks.	10%

Task Title	Essential Job Functions	Percent of Time Spent
Finance Office Support	• Assist Finance Office with special projects as needed. • Research and suggest changes in district procedures to ensure accounting functions within the district are effective. • Answer and direct phone calls as necessary and assist in clerical functions of the department.	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** None
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree in finance, accounting, or a related field and 3 years of related work experience.
 - Two years of college/associate degree in finance, accounting, or a related field and 5 years of related work experience.
 - High school diploma and 7 years of work experience in finance, accounting, or a related field.

Knowledge & Skills

Knowledge

- **Basic:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and payroll system.
 - Customer and personal service: Principles and processes for providing customer and personal services.

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Critical Thinking, Management of Financial Resources, Mathematics, Reading Comprehension, Speaking, Time Management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Complex Problem Solving, Coordination, Instructing, Judgement/Decision-Making, Management of Material Resources, Management of Personnel Resources, Monitoring, Persuasion, Service Orientation, Social Perceptiveness, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Systems Analysis
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Maintenance, Learning Strategies, Negotiation, Systems Evaluation, Technology Design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Repetitive Motion, Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Color Vision, Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Climbing, Reaching, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Carrying/Lifting, Standing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024