

Accounts Receivable and Purchasing

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

Organize, monitor, and process all district purchases, travel, and accounts receivable functions. Supports other district departments during high-needs periods. Role involves moderate customer service interaction with defined groups of employees and external customers/stakeholders; interactions involve building relationships, solving problems, and gathering feedback from internal and/or external customers. Regularly involves sharing critical, sensitive, or confidential information with others.

Task Title	Essential Job Functions	Percent of Time Spent
Requisition Processing	- Review and approve building and department requisitions. - Verify that supplemental information is received, accurate and appropriate. - Enter vendor information. - Process approved requisitions into purchase orders. - Distribute open purchase orders to appropriate personnel, vendors or buildings. - Maintain vendor list and prepare 1099's. - Ensure district guidelines are followed during the requisition and purchase order process and provide training to users on new processes. - Monitor that district accounting procedures are followed to ensure efficient and accurate records management for the Kirkwood School District.	40%
Purchasing Card Management	- Manage district purchasing card system. - Collect statements, verify matching supplemental documentation, verify charges and amounts, and verify budget to be charged to ensure best practice procedures are followed. - Reduce district fraud exposure by setting appropriate monetary limits per user.	25%
Accounts Receivable Processing	- Coordinate accounts receivable funds and budgets including building receivables, food service revenue, interest credits, state reimbursements, collector revenue, and other funds. - Verify that deposit paperwork from the originator and the financial institution match. - Research and correct any discrepancies.	20%

	• Post each deposit into financial software ensuring accurate accounts are credited • Process returned checks • Communicate with specific budget coordinator regarding updates or discrepancies.	
Travel Expense Processing	• Coordinate district travel expenditures by managing pre-approval process. • Review submitted travel requests, verify that rates fall within district guidelines, and ensure proper documentation accompanies request and is approved by the appropriate persons. • Manage final approval process, verify that submitted forms match supplemental documentation, and approve final amounts for reimbursement. • Coordinate with building personnel to complete reimbursement paperwork and prepare for payment.	12%
Support Cross-Department Needs	• • Serve as support during absences of regular department personnel or during times of high volume	%2
Customer Service and Administrative Support	• Answer, record, and direct phone calls and visitors in accordance with district safety procedures.	%1

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:** Two years of college or associate degree in accounting, finance, or a related field.
- **Previous Work-Related Experience:** 1 or more years of related experience

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 Microsoft Office applications
- 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:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally 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