

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Accounts Payable Specialist

QUALIFICATIONS

1. High school diploma.
2. Strong written and verbal communication skills.
3. Broad-base knowledge of and skills in accounting principles and methods, with directly related experience in accounts payable accounting; good working knowledge of relevant government regulations.
4. Ability to calculate figures and amounts such as discounts, interests, and percentages.
5. Experience and proficient computer skills in word processing, spreadsheet, and database programs are required; experience with Microsoft Office and Software Unlimited preferred.
6. Strong skills and experience in data entry and information retrieval from computerized information systems.
7. Ability to communicate courteously and deal efficiently and effectively with a wide range of individuals, including faculty and staff, administrators and representatives of organizations; ability to work cooperatively and effectively with peers, supervisors, and outside agencies.
8. Ability to maintain a high level of accuracy.
9. Ability to maintain confidentiality.
10. Ability to work under the stresses of interruption and varying schedule.
11. Ability to work without constant supervision.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Review, compile, and process all necessary information in order to prepare the school district's accounts payable.
2. Codes invoices and verifies same.
3. Check invoices for proper approvals and receipt of goods.
4. Prepare purchase orders and invoices for processing and payment, match all invoices with purchase orders, check price extensions, discounts, account numbers, and amounts to charge to each account.
5. Prepare warrants for all District disbursements.
6. Maintain vendor files for the District (file paid invoices, create new vendor files, perform year-end close procedures and prepare files for the new year).

7. Review monthly vendor statements for past due invoices and take necessary actions.
8. Analyze purchase orders over 60 days old and follow up on status.
9. Research issues, respond to questions and provide assistance to staff regarding purchase orders and vendor transactions.
10. Maintain fixed asset records in coordination with the Business Manager and other school staff.
11. Process, collate, and distribute 1099 forms required by state and federal regulations.
12. Orders supplies and arranges for maintenance and repair of copy machine.
13. Prepares necessary monthly reports for the board.
14. Assists in answering telephone, routes calls or handles appropriately.
15. Works closely and cooperatively with auditors.
16. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
17. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on December 20, 1996

Revised April 9, 2018