

Job Description – Accounts Payable

JOB TITLE: Accounts Payable
DEPARTMENT: Chequamegon School District
REPORTS TO: Business Manager
WORKERS SUPERVISED: None

POSITION SUMMARY: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

QUALIFICATIONS:

Education: Associate's degree in Accounting, related on-the-job experience, or a combination of education and experience.

Experience: Proficient experience with personal computers, file servers, standard office application software, particularly advanced spreadsheet experience, school financial software, and office equipment.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

ACCOUNTS PAYABLE

1. Receives invoices, verifies times are received and obtains payment approval.
2. Prepares and codes all invoices for approval.
3. Responsible for sending, recording and receiving W-9 Forms.
4. Responsible for sending tax exempt certificates.
5. Researches unpaid invoices, credit memos, erroneous deliver and back ordered items.
6. Processes payment of all invoices and maintains voucher files.
7. Sets up security level for financials, for authorized users to view and process reports.
8. Prepares accounts payable for annual audit.
9. Provides support at building level for all staff.
10. Process credit applications for new vendors.

Purchasing

1. Processes and orders district supplies.
2. Reviews requisitions, checks budget coding and prepares for approval.
3. Obtains bids for district purchases.
4. Maintains supply inventory for the district office.
5. On-Line requisition set-up, support, maintenance, and approval.
6. Provides training, support at building level for staff.
7. Assist shipping and receiving with receipt of packages.
8. Follows up on orders that have not been shipped or incorrectly shipped.
9. Set up security level for financials for authorized enter requisitions.
10. Coordinates, maintenance and updates of fixed assets inventory.

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11. Prepares fixed assets for annual audit.

Employer's First Report of Injury

1. Fill out report
2. File report with Worker's Compensation Co.
3. Follow up if there are medical bills.

Reservations and Registrations for Employees and Board Members

1. Register employees for conference.
2. Communicate back to employee regarding action and progress.
3. Make hotel reservations needed for conferences.
4. Provide employee with documentation.

Other Specified Job Duties

1. Coordinates district postage machines.
2. Provides back-up for payroll.
3. Provides assistance to bookkeeper and payroll as needed.
4. Keeps track of record retention of financial documents.
5. Reports unauthorized activities and unauthorized persons on school grounds to appropriate authority.
6. Performs other duties as assigned.
7. Manually record deposit receipts.
8. Manually reconcile bank statements.

SKILLS, KNOWLEDGE AND ABILITIES:

Communication — Ability to communicate clearly and concisely, both orally and in writing with good people skills, including development of a good working environment and team relationships.

Confidentiality — Ability to handle sensitive information in a confidential manner.

Judgment/Decision Making - Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work independently and make work-related decisions. Ability to exercise prudent judgment to meet district goals.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Computers and Electronics — Knowledge of personal computers, standard office application software, school financial software, and office equipment.

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ESSENTIAL REQUIREMENTS:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.



The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Administrator

Date