
ACCOUNTS PAYABLE-SUPERINTENDENT'S OFFICE

Title: Accounts Payable/Purchasing Specialist

Qualifications

High School Diploma or Equivalent and two years clerical experience.
Demonstrated aptitude or competency for assigned responsibilities.
Such alternatives to the above qualifications as the Board may find appropriated and acceptable.

Reports To: Business Manager

Job Goal

To contribute to the efficient operation of the finance office as needed for an efficient education organization

Essential Functions

To keep a systematic and accurate accounting of all payables and purchasing orders in the district.

Performance Responsibilities

- Process all invoices and purchase orders for the district for payment in a timely manner.
- Record all future bills to be paid and input them into the financial accounting software.
- Reconcile vendor statements at least monthly.
- Prepare accounts payable reports to be reviewed by Business Manager.
- Prepare 1099's at year-end and maintain W-9 for all vendors.
- Answer any questions regarding the vendors or bill payments
- To prepare gas tax refund applications.
- Review outstanding purchase orders for accuracy.
- Assist with the administrators the establishment and monitoring of the District purchase order system.
- Operates computers, calculators, copiers and facsimile machines.
- Scholarships – request payment and give high school info for next year
- Prepare bank deposits and take to bank

Legal and Ethical Duties

To report any illegal or unethical behavior in the finance office to the Superintendent.

Salary and Benefits

Salary and benefits will be competitive and negotiated with the Superintendent.

Evaluation

Performance of this job will be evaluated by the Business Manager in accordance with policy annually.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.