

Job Description

Title: Accounts Payable Specialist

Reports to: Accounting Manager

General Summary: The Accounts Payable Specialist oversees all accounts payable functions for the School District and must have good knowledge of accounting procedures as well as record keeping and clerical skills. This position is responsible for the payment of all District invoices, reporting and relating journal entries. It is the responsibility of this position to communicate daily with Administrators, Directors and others responsible for District budgets. An understanding of the account structure is needed to provide assistance to all users of the District Financial System. Daily communication with vendors and others outside the School District is necessary with regard to payment and purchasing terms. This requires good telephone communication, correspondence and letter writing skills. It is also necessary to have good knowledge of report writing and query skills on the District financial system for the preparation of general ledger reports, journal and budget entries. The Accounts Payable Specialist directs the duties of Accounts Payable Assistant and also inservices other District users on the financial management system.

Essential Functions:

1. Accounts for monies received and disbursed, reconciles accounts, maintains records of expenditures and deposits, processes invoices, reconciles vendor statements. (30%)
2. Prepares all general ledger and tr
 3. Prepares journal entries on District accounting system for general maintenance of accounts o
 4. Maintains accounts payable records, prepares monthly warrants. (10%)
 5. Prints all general ledger and transaction activity reports, prints all accounts payable checks and direct deposits. (10%)
 6. Prepares vendor checks for distribution. (5%)
 7. Responds to requests for information in accordance with established District policies, comm relations, answers phones and records messages. (5%)
 8. Maintains year-end and new year reports with regard to Activity Fund reimbursements, p carry over, encumbered reserve, depreciation funds,

- *Ability to operate office machines, including computer and related software, 10-key calculator, printers and other office machines
- *Ability to establish and maintain cooperative working relationships with staff and

Special Requirements:

Occasional	Frequent	Constant
<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>