

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Accounts Payable Specialist

FLSA: Non-exempt

GENERAL SUMMARY

Assists the Director of Finance in administering the financial affairs of the District to ensure prompt and efficient operation of accounts payable which includes accurate recordkeeping and documentation. Performs such duties as maintaining records and ledgers, preparing financial statements, reconciling accounts, keying data, preparing spreadsheets, etc. Reports to the Director of Finance.

ESSENTIAL FUNCTIONS

Conducts a wide variety of clerical and accounting administrative duties including, but not limited to, maintaining financial records, generating financial and accounting reports, preparing special documents, keying data, maintaining and coordinating budget related transactions, etc.

Reconciles financial records and prepares status reports.

Assists with various accounting tasks including budgeting, audit tasks, reports preparation, research, etc.

Performs clerical duties associated with office activities, such as typing, preparing copies, screening incoming calls and mail, etc.

Accurately prepares and maintains all financial transactions for payment to include matching receiving reports to invoices on a daily basis.

Properly codes accurate invoice and payment amounts to the accounts for general fund, federal funds, EIA funds, and building funds.

Verifies and maintains an up-to-date master vendor list and assigns vendor numbers appropriately.

Demonstrates the ability to process accurately all travel vouchers and purchased services in a timely manner.

Reconciles all utility bills for each location with accuracy and punctuality.

Accurately prepares and maintains all expenditure claims in accordance with Board of Education policies and government regulations.

Reviews and prepares accurate 1099s and distributes them appropriately.

Demonstrates the ability to respond appropriately to all requests from employees and outside vendors or agencies.

Furnishes correct information to external auditors for end-of-the-year audit.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

An Associate’s degree in accounting or business with one to two years of experience in accounting or bookkeeping; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Knowledge of clerical activities and procedures. Comprehensive knowledge of the terminology used within the administration of financial functions. Thorough knowledge of modern office procedures and equipment.

Skills/Effort:

Strong clerical and math skills. Ability to meet deadlines with accuracy. Strong written and verbal communications skills. Skills in organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Skills in general office operations and the operation of general office equipment. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operations of the organization.

Working Conditions:

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____