

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

DISTRICT LEVEL ACCOUNTS PAYABLE SPECIALISTS

QUALIFICATIONS:

- (1) Associate of Arts Degree in accounting with one (1) year experience as bookkeeper; or, three (3) years bookkeeping experience with other appropriate skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to set priorities and perform detailed tasks, thoroughly and accurately. Ability to use mainframe / personal computer software to execute responsibilities and to keep complex records accurately. Knowledge of federal, State, and District laws, rules, and policies related to areas of responsibility. Working knowledge of Redbook requirements.

REPORTS TO:

Director of Finance and Business Services

JOB GOAL

To maintain accounting records, oversee expenditure of funds, and prepare periodic financial reports as required.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

VENDOR PAYMENTS

- * (1) Conduct routine pre-audits and post-audits by examining, analyzing, and verifying invoices, bills and vouchers, records, funds and accounts for accuracy and completeness.
- * (2) Check and verify all employee travel.
- * (3) Verify that supporting documentation is approved and present on invoices prior to payment such as phone logs, grounds maintenance, etc.
- * (4) Maintain files and records for proper support of expenditures and for audit trail.
- * (5) Answer vendor questions as appropriate, resolving disputes.
- * (6) Maintain records of outstanding purchase orders and partial payments on them.
- * (7) Generate vendor payments and resulting reports that document the expenditures and amounts needed for transfer to accounts payable account at bank.
- * (8) Review payments for Redbook accuracy.

ACCOUNTING

- * (1) Assist with establishing and maintaining the approved accounting system.

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DISTRICT LEVEL ACCOUNTS PAYABLE SPECIALIST (Continued)

- * (2) Preserve all accounts, vouchers, and contracts relating to the School Board.
- * (3) Check and verify invoice items and prices with purchase orders, and prepare invoices for payment.
- * (4) Reconcile vendors' monthly to 1099 report and prepare annual internal revenue report.
- * (5) Maintain lease payment records and ledgers for journal entries.
- * (6) Prepare monthly reports of disbursements for Board approval.
- * (7) Prepare other monthly or annual reports as required.

DATA PROCESSING

- * (1) Enter data and process accounts payments to vendors.

VEHICLE REGISTRATIONS

- * (1) Responsible for maintaining vehicle registration files.

TEXTBOOKS

- * (1) Responsible for District coordination of textbook order processing.

OTHER

- * (1) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4