

McNary School District

P.O. Box 598
McNary, Arizona 85930
(520) 334-2293

Accounts Payable and Payroll Administrator Job Description

GENERAL PURPOSE:

The accounts payable/payroll administrator will provide administrative and clerical support to the business office. This employee will make sure that all requests for payment have been authorized and that payments are made within reasonable and/or contracted periods of time. This position will also take the lead in processing the largest school expense, which is payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares, posts, and verifies AP transactions in the ledger
- Makes sure all outgoing payments have had the proper procedure followed and are authorized
- Ensures accurate documentation and receipt of purchased goods before issuing payment
- Maintains accounts payable records and investigates any discrepancies between vendors and school records
- Researches and responds to any vendor requests for payment
- Assists front office with receiving deliveries
- Identifies potential areas for savings and/or alerts management to areas where there is wasteful spending
- Ensures all expenses are coded to the appropriate account
- Schedules payments for bills to make sure they are paid in a timely manner taking advantage of any discounts
- Creates ad hoc reports out of the payroll/AP software as needed
- Cross trained with other members of the business office to ensure appropriate coverage
- Processes payroll bi-weekly using provided software, creates the payroll journal entry and posts it in the accounting software
- Researches and resolves any payroll errors
- Verifies any expense reimbursement requests
- Coordinates with HR to ensure that benefit withholdings, deductions, etc. are accurate
- Answers employee related payroll questions as needed
- Performs other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED:

- Must be able to pay attention to details
- Must be able to problem solve
- Must possess strong mathematical and reasoning skills
- Ability to communicate effectively both written and verbally
- Must be proficient with Microsoft Office Suite
- Must have some experience with accounting software
- Must have some general accounting experience

QUALIFICATIONS:

- High school diploma or GED required
- Prior experience in AP and payroll preferred (3+ years)
- Experience with Infinite Visions preferred
- Must pass fingerprint clearance from The Arizona Department of Public Safety

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to work prolonged periods of sitting at a desk using a computer. The employee must occasionally lift and/or move up to 15 pounds.

For more information call the Superintendent/Principal at 928.334.2293 or visit our website at www.mcnary.k12.az.us.

***Position is open until filled