

Accounts Payable and Payroll Specialist

- *Non-Bargaining Position*

QUALIFICATIONS:

- Applicant must have the ability to maintain confidentiality. Applicant must also have a broad general knowledge of office procedures, administrative functions, and experience in accounting functions and payroll. Applicant must have ability to assume responsibility without direct supervision. Must demonstrate above average clerical skills/abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Excel
- Two Years of Bookkeeping and/or Accounting Experience Preferred

REPORTS TO:

Direct Supervisor: Business Manager

JOB GOAL:

- Smooth, efficient and accurate operation of the of the business office for a maximum positive impact on the school district

PERFORMANCE RESPONSIBILITIES:

1. Processes accounts receivable and payable for district transactions including credit card transactions, purchase orders, vendor database, travel expense disbursements and employee reimbursements
2. Maintains accurate and complete records of deposits and expenditures
3. Responds to inquiries from district personnel regarding account and fund balances and provides guidance on proper account usage
4. Assists in preparation of financial statements and balancing District accounts
5. Assists in payroll processing, reporting and payroll liability payments
6. Assists with time cards and absence cards for entry into payroll cycle
7. Maintains petty cash account
8. Accurately maintain numerous accounts and serve as the steward of imprest cash funds
9. Provides clerical support to seek grants, foundation, and corporate funding sources
10. Assist in compilation and reporting of annual transportation reporting

11. Coordinate homeless student transportation between transportation vendor, homeless liaisons and guardians
12. Assists parents and district personnel in resolving student account issues
13. Performs general office duties including answering phones, greeting the public, ordering supplies, typing, filing, sorting and handling incoming and outgoing mail
Monitors postage meter and refills as required
14. Appropriately maintains and secures confidential records and inquiries
15. Professionally represents the school and the District in interactions with parents, community, staff, and students
16. Complies with all applicable District, state, local and federal laws, rules, and regulations
17. Attends work regularly
18. Occasionally performs work beyond a standard 40 hour work week when work-load requires
19. Assists co-workers as needed
20. Other duties that may be assigned as needed

TERMS OF EMPLOYMENT:

Work Day:

Standard Work Day – 7.5 hours

Work Year:

240 Days

Three weeks paid vacation

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Per district procedures for non-bargaining employees