

North Central Educational Service District
Job Description – Accounts Payable Specialist

Title: Accounts Payable Specialist
Department: Business
Classification: Classified
Supervised by: Business Manager
Work Year: 260 Days or Assigned by Superintendent

Job Purpose Statement:

This position provides general support to the business office for accounting functions including accounts payable, accounts receivable, payroll, and general ledger. Additional support for high-level business processes including budgeting, auditing, financial reporting and analysis can be expected along with other duties as assigned. Employees in this position perform some or all of the following tasks.

Job Qualifications: Education and Experience:

- High School Diploma or equivalent required, *and*
- Knowledge of Generally Accepted Accounting Principles
- At least one year in accounting and/or training or equivalent combination of education and experience
- College Degree or Certification in Business or Accounting preferred
- Vocational or technical training in an accredited program specializing in business or accounting principles.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background and drug screening

Knowledge, Skills, and Abilities:

- Substantial knowledge and experience in accounting and bookkeeping applications
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals.

Essential Job Functions:

1. Provide transaction processing, oversight and support of fiscal management software applications.
2. Provide bank and other accounting function reconciliations.
3. Provide financial analysis.
4. Provide implementation and oversight of fiscal policy and procedures
5. Lead and/or support the exploration and implementation of new accounting system tools (P-cards, Student Accounting Software, Electronic Vendor Payments, Paperless Office, etc.)
6. Design and implementation of accounting processes and internal controls.
7. Assist with development and implementation of the District's annual budget.
8. Assist with preparation for and completion of the annual audit.
9. Perform other fiscal duties as assigned by supervisor
10. Perform general office duties including answering multi-line phones directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
11. Assist office staff with regular duties.

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

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12. Appropriately maintain and secure confidential records and inquiries.
13. Professionally represent the school and the District in interactions with parents, community, staff, and students.
14. Trouble shoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
15. Maintain appropriate certifications and training hours as required.
16. Comply with applicable District, state, local and federal laws, rules and regulations.
17. Other duties may be assigned as needed

Educational Skills:

Language & Communication:

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

Mathematical:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by device.

Reasoning Ability:

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

1. **In an eight-hour day employee may:**

- | | | | | |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. **Employee may use hands for repetitive:**

☒ Single Grasping ☒ Pushing and Pulling ☒ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes ☒ No

4. **Employee may need to:**

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☒ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date