

Accounts Payable

Job Title: Accounts Payable
Department: Administration
Reports to: Superintendent
Classification: Non-Exempt

Summary

The Accounts Payable Representative is responsible for the proper payments of all invoices of the district. Accurate processing of authorized invoices; recording, updating and reconciling related financial information.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

The individual who holds this position has the responsibility to:

Assists with the use of district credit and procurement cards in accordance with Board policy

Assists Accountant/Treasurer for the purpose of responding to questions regarding accounts payable procedures data.

Maintains financial information, files and records (e.g. copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory policies.

Performs pre-audits of all invoices for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.

Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Supervisory Duties

None

Qualifications

Education

Bachelor's Degree Preferred

Certificates, Licenses, Registrations

An individual who holds this position must be bondable in accordance with Missouri law

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Accounts Payable

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Computation

Ability to do basic mathematic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices.

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 essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak

Meet deadlines with severe time constraints

The position occasionally requires an employee to work extended hours.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.