

Bookkeeper, Accounts Payable

Marshall Public School District Job Description

Position Title: Bookkeeper, Accounts Payable
Department: Central Office
Responsible to: Superintendent

Accounts Payable

SUMMARY: Processes accounts payable and maintains associated vendor and invoice files for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Posts all purchase orders to general ledger and prepares for July mailing.
- Reviews, processes, codes and pays all authorized invoices. Ensures timely entry of data to the school accounting system.
- Maintains vendor file including vendor D's and responds to vendor inquiry regarding payment.
- Processes checks on a weekly basis for health insurance claims and sport officials.
- Processes regular bills once a month.
- Maintains files of paid and unpaid invoices and purchase orders.
- Prepares, verifies and distributes checks, file copies.
- Responds to expenditure questions from administrators, teachers, and secretaries. Run operating reports and cumulative records.
- Responsible for W-9 forms and 1099's.
- Assists secretaries with help they may need regarding purchase order file in the school accounting system.
- Checks for and corrects coding errors in general ledger through manual journal entries.
- Keeps records of professional development committee travel funds.
- Responsible for tuition billing twice a year for the district. (Billing of two schools)
- Responsible for money transfers.
- Completes concession report in April.

Annual Secretary of the Board Report

Summary: Responsible for completion of the Secretary of the Board Report for DESE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completes all manual journal entries.
- Calculates at risk, PDC and free text expenditures.
- Enters GTB transfer and fund transfers.
- Calculates grant transfers.
- Makes sure all numbers balance with school accounting balance sheet and cash financial statement.
- Makes sure we are in salary compliance.
- Assists with annual audit.
- Assists with preparation of Management Discussion Analysis
- Completes transfers in regard to student activity codes at fiscal year end.

- Assists with annual preparation of the budget.

Grants

SUMMARY: Complete end of year expenditure reports for Federal and State grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares end of year expenditure reports for state and federal grants.
- Reviews expenditures in reference to grants on a monthly basis.
- Completes all manual journal entries for the 94-142 grant.
- Prepares special education "Maintenance of Fiscal Effort:" report and the "Verification of Compliance" report.

Inventory

Summary: Responsible for keeping track of inventory for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up inventory program, assist secretaries in their respective buildings with inventory questions and assist with any problems.
- Enters central office inventory on a yearly basis. Keep track of inventory by fixed, non- fixed and GASB assets.
- Keeps copy of inventory in file for insurance and auditing purposes.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE:

Associate's Degree and one year of experience OR two to three years job-related experience. Familiarity with Microsoft Office Suite.

OTHER SKILLS AND ABILITIES: Strong organizational skills, analytical mind. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and Board of Education policies.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.