

Job Title:	ACCOUNTS PAYABLE SPECIALIST	Reports to:	Business Manager
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Performs general accounting functions using the Uniform System of Financial Records Chart of Accounts and is primarily responsible for accurately processing and recording vendor payments and deposits.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs accounts payable functions; inputs and reconciles invoices to purchase orders or receipts, processes expense reports and refunds and produces accounts payable reports
- Examines and verifies accounts payable reports, reconciles vendor statements, contacts vendors for information or corrective actions, contacts district personnel regarding purchase requests, receipts, invoices and maintains vendor files
- Responsible for weekly expense voucher processing
- Processes credit applications
- Prepares monthly Use Tax and submits to the Arizona Department of Revenue
- Assists with audits and year-end closing functions
- Prepares and distributes yearly vendor 1099 tax documents
- Prepare and submit request for funds for SFB projects
- Process purchase order supplemental funds as necessary
- Record all district utilities to Midstate Energy Tracking sheet
- Verify cash count for student store close out
- Enter deposits for misc cleaning, student activities and auxiliary accounts
- Process payments for student activity and auxiliary accounts
- Review all benefits/insurance bills for accuracy and issue payment from insurance account. Report any discrepancies to Fendly Benefits
- Reconcile district bank accounts
- Monthly board reports
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to operate standard office equipment
- Knowledge of generally accepted accounting and purchasing practices
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Knowledge of automated computer financial management systems operation
- Ability to maintain confidentiality
- Ability to produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 2 years previous accounting or purchasing experience

- Experience with automated accounting systems

Computer Proficiency: MS Office Suite, Google Suite

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 the 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 is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.