**Job Title**: Specialist – Accounts Payable

**Summary**: It is the responsibility of the Accounts Payable employee to perform any combination of calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records. Compile and sort documents, such as invoices and checks, substantiating District 94 transactions. Verifies and posts details of District 94 transactions, such as funds received, disbursed, and totals accounts. Computes, records charges, refunds, and calculates the cost of lost or damaged goods, freight charges, rentals and similar items. Provide live checks for authorized and approved expenses, account statements, various reports and other records as requested.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Process all district requisitions (purchase orders, check requests, etc.).
* Process payments through Imprest Funds and prepare expenditure report for monthly board meeting.
* Maintain and reconcile monthly Imprest Fund statements.
* Maintain vendor file for all payments made by District.
* Accept, separate and disseminate business office mail.
* Open, prepare and forward accounts payable invoices to department chairs for payment authorization.
* Process monthly invoices after materials have been checked in and authorized for payment by department chairs and Director of Business

 Services.

* Research vendor statements for payments of reported outstanding balances; contact vendor if copies of invoices are needed.
* Process all reimbursements to District 94 employees.
* Prepare monthly bill list of payables for District 94 approval.
* Prepare monthly checks for signature by Treasurer.
* Process checks for mailing following approval by Board of Education.
* Process credit applications for new vendors.
* Monitor department budget accounts for differentials and report to supervisor.
* Process requests by department chairpersons for printout of departmental line item activity reports.
* Record monthly inventory of all new items purchased by District 94 for annual appraisal report (capital outlay).
* Process IRS 1099 through vendor list for payments made for services performed as well as process other related IRS reports.
* Research pricing for capital outlay items that may be purchased.
* Research annual mileage reimbursement rate through IRS.

**Supervisory Responsibilities**: none

**Education, Certification, and Experience**:

* Minimum 2 years accounting experience

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Proficiency in computer applications, including Microsoft Office Suite
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | S | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | S | See | F | Twist | F |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | O |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | O |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 day calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Business Office Supervisor

**Classification**: \_\_\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_\_\_ Exempt from overtime under the Fair Labor Standards Act