

Bookkeeper, Accounts Payable
School District Job Description – Revised Jan. 2017

Position Title: Bookkeeper, Accounts Payable
Department: Central Office
Reports to: Superintendent/Assistant Superintendents

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

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Reviews and posts all purchase orders to general ledger
- Reviews, processes, codes and pays all authorized invoices.
- Insures timely entry of data to the school accounting system.
- Maintains vendor file including vendor ID's and responds to vendor inquiries regarding payment.
- Processes checks on a weekly basis for sport officials.
- Processes several cycles of bills each month
- Processes petty cash checks beginning of each month.
- Maintains files of paid and unpaid invoices and purchase orders.
- Prepares, verifies and distributes checks. Files all paid invoices by vendor name.
- 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.
- Monitor travel requests making sure correct amounts are reimbursed.
- Responsible for fund transfers.
- Complete concession report in April.
- Complete and process purchases orders Central Office.
- Administrator of the MasterCard Account. Deal with all aspects of the account.
- Assists in training building secretaries on the school accounting system.

Grants

- Complete end of year expenditure reports for Federal and State grants and requests payments
- 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 .
- Prepares and processes special education "Maintenance of Fiscal Effort" report and the "Verification of Compliance" report.

Inventory

- Responsible for keeping track of inventory for the district.
- Sets up inventory program, assist secretaries in their respective buildings with inventory questions and assists with any problems.
- Enters Central Office inventory and Maintenance Shop inventory on a yearly basis. Keep track of inventory by fixed, non-fixed and GASB.
- Keep copy of inventory in file for insurance and auditing purposes.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

Acknowledged _____

Date _____

Associates Degree with Bachelor's Degree preferred and one year of experience OR equivalent combination of education and experience OR two-three years job-related experience.

OTHER SKILLS AND ABILITIES: Knowledge of accounting principles and procedures. Strong organizational skills, analytical mind. Familiarity with Microsoft Office Suite. Knowledge of computers, data base software programs and spreadsheet skills. Ability to collect, analyze, and report data. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements, State 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.



Acknowledged _____

Date _____