

Cape Girardeau Public School District No. 63
Job Description

Job Title: Accounts Payable Specialist

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Accounts Payable Specialist is responsible for providing support for department functions with specific responsibility for performing activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

Required Qualifications:

- High School diploma or equivalent
- A minimum of three (3) years of experience in Accounts Payable/bookkeeping
- Reasonable knowledge of bookkeeping principles, particularly as applied to governmental accounting.
- Demonstrate ability to use a computer for word processing, databases and spread sheets.
- Skill in the operation of standard office machinery including ten-key adding machine and typewriter.
- Excellent written and oral communication skills.
- Demonstrate ability to work cooperatively with staff and the community
- Ability to work independently and manage multiple tasks under deadlines.

Desired Qualifications:

- Bachelor's degree in Business, Accounting or related field

Essential Duties and Responsibilities:

- Develop annual AP calendar and district communication related to AP.
- Process weekly checks and ACH and credit card payments to district vendors.
- Organize and implement district training to increase staff understanding of business procedures and policies.
- Maintain vendor list and purchase order system.
- Process payments for bond and other construction projects.
- Maintain W-9 and other financial information for all vendors.
- Process annual 1099 forms.
- Maintain district purchasing program including RFP's.
- Assist auditors with cash disbursement compliance standards.
- Complete year-end payable processes.
- Maintain Payments Plus Program.

- Develop and maintain district procedures relating to accounts payable, travel, and purchase card.
- Process and pay out student loan disbursements.
- Process and audit employee reimbursement and travel expense requests
- Maintain Staples Link online system.
- Performs other duties as assigned by the Assistant Superintendent, Administrative Services.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Hand-eye and mind-eye coordination and repetitive motions with the wrist.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: August 1, 2013