

West Carroll Board of Education

Job Description

Descriptor Term:

Accounts Payable Specialist

Board Policy Reference

5.013

QUALIFICATIONS

Required:

1. High School Diploma or equivalent.

Desired:

1. Ability to type 30 words per minute.
2. Ability to meet and work effectively with the public.
3. Ability to maintain effective working relationships with other employees.
4. Knowledge of office procedures.
5. Knowledge and skill in using on-line and personal computers.
6. Other qualifications as determined by Director of Schools.

REPORTS TO

Director of Schools.

JOB GOALS

This employee is responsible for a variety of bookkeeping functions for the school district.

DUTIES

1. Prepares vouchers for payment.
2. Posts to the various journals and ledgers using system bookkeeping software program.
3. Prepares bank deposits.
4. Reconciles bank statements.
5. Receipts funds received.
6. Maintains federal project ledgers.
7. Verifys account numbers.
8. Maintains school allocations.
9. Reports expenditures to FACTS on-line.
10. Requests payments from SDE through FACTS on-line.
11. Completes and runs end of year reports.
12. Provides reports and assists auditors during annual district audit.
13. Performs other duties as assigned by director of schools.

PHYSICAL DEMANDS

This job may require occasional lifting of objects that exceed 10 lbs. such as records' storage boxes.

WORK CONDITIONS

Office environment.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.