

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

ACCOUNTS PAYABLE SPECIALIST

QUALIFICATIONS:

1. Degree in accounting or 5 years financial administration experience.
2. Strong computer and word processing skills.
3. Understanding of bookkeeping methods.

REPORTS TO: Business Manager

JOB GOAL: To provide daily accounting functions necessary to maintain a general ledger in accordance with GAAP and audit recommendations; to provide accounting and financial data to support District processes.

PERFORMANCE RESPONSIBILITIES:

1. Keeps a systematic and accurate accounting of all payables and purchase orders, including processing invoices and payments in a timely manner.
2. Obtains appropriate authorizations, backup, and account codes for all invoices. Inputs invoices into the financial accounting software and maintains retrievable records of all payments.
3. Maintains vendor files for expenditures for all local, state, and federal fund sources.
4. Maintains communication with vendors to ensure any issues are addressed and resolved quickly.
5. Places orders for products and services; manages multi-user ordering platforms for large vendors.
6. Review and reconciles outstanding purchase orders for accuracy.
7. Reviews and reconciles all vendor statements at least monthly.
8. Provides user support for enterprise accounting software system including, but not limited to, adding/removing users and setting up passwords.
9. Responds to internal user requests for assistance with issues related to application functionality or in some cases, to expedite ordering.
10. Provides customer service to district employees regarding vendors or bill payments.
11. Prepares 1099s at year end and maintains W-9s for all 1099 eligible vendors.
12. Prepares Accounts Payable warrant by approved procedures on a regular basis.
13. Releases ACH payments to vendors.
14. Processes Accounts Receivable and prepares Cash Transactions for Business Manager approval.
15. Adheres to internal controls and provide feedback to Business Manager regarding improvements.
16. Prepares journal entries to the general ledger of the districts
17. Reconciles all bank accounts monthly.
18. Reconciles and processes all interdistrict payments and offsets monthly.

19. Prepares financials and budget reports for building administrators and directors.
20. Maintains records on staff course reimbursement accounts.
21. Processes Bisbee applications, informs the applicant of approval/denial, and keeps track of Bisbee balance.
22. Processes professional development applications, expenses, and associated leave requests, including registering the employee for conferences, etc.
23. Places orders approved with the district credit card, reconciles monthly statements, and makes payments in a timely manner.
24. Responsible for maintaining and reconciling Central Office petty cash accounts.
25. Provides general accounting support to Central Office, Administrators, and school Administrative Assistants when needed.
26. Performs other duties and responsibilities as may be assigned by the Business Manager and/or Designee.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document.

History:

Approved: 04/06/16

Approved: April 13, 2022