



Position Description

School District of Monroe

- JOB TITLE:** Accounts Payable Specialist
- CLASSIFICATION:** Support Staff
- JOB OBJECTIVE:** Ensure and process the timely, accurate and legally compliant payments of all non-payroll financial obligations of the District
- REPORTS TO:** Director of Business Services
- QUALIFICATIONS:** Associates degree in business or related field, or high school diploma and equivalent work experience. Advanced computer office skills. Ability to work collaboratively in a professional environment with limited direct supervision. Ability to lift up to twenty pounds in an office setting.
- ESSENTIAL DUTIES:**
- Devise and prepare financial documents enabling monthly Board approval of district expenditures
 - Process approved internal expense reports covering items such as travel, refunds, and supplies reimbursements
 - Maintain and process all requisitions and purchase orders. Ensure timely processing of all district payments and accounts payable requirements are followed
 - Develop and maintain positive vendor relationships
 - Maintain district asset management program
 - Develop and implement procedures for timely payment of approved financial contracts and authorizations
 - Generate and distribute payments (online and checks) as appropriate on a weekly and monthly basis
 - Complete and distribute annual Internal Revenue Service and state documents as required to the agencies and vendors
 - Develop and maintain a working WUFAR understanding and knowledge and update district accounts accordingly
 - Process appropriate billings and maintain an accounts receivable of same

- Serve as resource person for financial systems and software
- Assist auditor requests for files and information
- Manage physical and online retention of all appropriate district financial records
- Maintain records enabling administrative review of district expenses and revenues such as utilities, tax reimbursements and grant claims
- Oversee and manage district telephone and cellular systems
- Coordinate package deliveries and shipments
- Oversee and reconcile district purchase cards
- Arrange and bill bus transportation for field trips
- Assist Director of Buildings & Grounds with building security programs

ADDITIONAL DUTIES

- Assist with District Office general administrative and clerical duties as needed
- Maintain a current administrative and technical knowledge base through business networks, educational workshops and professional publications
- Assist in maintaining student behavior at school events as requested.

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020