

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- ACCOUNTS PAYABLE

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 25 **SALARY SCHEDULE:** Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Course work in bookkeeping and/or basic accounting preferred.
- (3) Minimum of one (1) year successful experience in the bookkeeping/accounting field preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, rules, policies and procedures. Ability to organize and prioritize. Ability to work independently. Ability to meet deadlines with time constraints. Skill in use of computer accounting applications. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with district/school staff, administrators, and outside agencies.

REPORTS TO:

Officer, Chief -- Financial

JOB GOAL

To perform accounts payable functions in a timely, accurate and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process purchase orders/requisitions and invoices for payment.
- * (2) Use a variety of computer applications for the District accounting system.
- * (3) Analyze and complete all necessary follow-up on statements received from vendors.
- * (4) Review invoice batches paid by other Accounts Payable Specialists.
- * (5) Serve on school/District committees as assigned.
- * (6) Adhere to applicable safety standards.
- * (7) Attend all staff meetings and workshops.
- * (8) Assist with maintaining a clean and orderly environment.
- * (9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (10) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (11) Demonstrate initiative in performance of assigned responsibilities.
- * (12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.

SPECIALIST -- ACCOUNTS PAYABLE (Continued)

- *(13) Demonstrate support for the school district and its goals and priorities.
- *(14) Exhibit interpersonal skills to work as an effective team member.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school/workplace matters.
- *(17) Maintain expertise in assigned area.
- *(18) Manage time efficiently.
- *(19) Model and maintain high ethical standards.
- *(20) Participate in cross-training activities as required.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(22) Prepare all required reports and maintain updated and accurate records.
- *(23) Represent the District in a positive and professional manner.
- *(24) Respond to inquiries and concerns in a timely manner.
- (25) Perform other duties as assigned.
- *(26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 03

Adopted 8/2/11