

**PENINSULA SCHOOL DISTRICT
Job Description**

ACCOUNTS PAYABLE SPECIALIST

LOCATION: E.S.C.

JOB SUMMARY:

This position shares responsibility for general fund accounts payable duties. Responsibilities include the accounting portion of the district purchase order process including computer data entry and maintaining effective public relations with vendors as well as other departmental and district staff.

DUTIES AND RESPONSIBILITIES:

1. Receives purchase orders; distributes copies to the appropriate departments; assigns vendor number, checks and corrects budget account codes, encumbers purchase orders on computer, extracts and posts all encumbrances and adjustments on computer. Files and holds purchase orders pending receipt of invoices.
2. Receives, screens, sorts, date stamps and routes incoming mail on a daily basis.
3. Receives invoices, verifies amounts against purchase orders; checks for and determines the need for compensating use tax charges; obtains authorization to pay invoice, checking the approval signatures. Records invoice payment record on purchase order, prepares computer input sheet for payments.
4. Enters data for all general fund items and reconciles totals to control sheet for current issue. Runs computer reports and verifies data in a review process. Orders warrants and runs the appropriate reports.
5. Coordinates courier runs for warrants with the ESD in Bremerton.
6. Receives, verifies, routes and compiles vouchers, registers and reports for warrant issues. Files vouchers and prepares warrants for mailing to vendors.
7. Answers questions from vendors and district staff concerning accounts payable procedures. Troubleshoots problems with payments; researches files. Prepares correspondence to vendors as needed.
8. Places and receives telephone calls; answers inquiries and provides information concerning Accounts Payable; routes callers to appropriate staff members; records and relays messages; greets and assists office visitors.
9. Maintains district vendor file; assigns new vendor numbers; changes vendor information as needed; maintains the 1099 data in the vendor information file, makes all computer entries on a regular basis.
10. Reconciles amounts and information on vendor statements. Contacts vendors to resolve discrepancies. Responsible for maintaining all accounts in current and correct status.
11. Files encumbrance and accounting reports as received from the ESD.

12. Verifies data for Lead Accounts Payable Specialist for other fund which have payments pending.
13. Takes charge of all Accounts Payable procedures when department lead is absent or on vacation.
14. Verifies and records information and coding on school district employee claims for reimbursement and other non-purchase order expenditures; prepares and inputs information.
15. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Assistant Superintendent for Support Services and receives direction from Lead Accounts Payable Specialist.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; expected to meet inflexible deadlines. Requires visual concentration on detail, dexterity and precision. Occasionally required to deal with angry or irate vendors/staff members.

AFFILIATION: PSE-Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience:

High school graduation or equivalent and two years of bookkeeping or accounting experience. Accounts payable processing experience preferred.

Allowable Substitution:

Advances technical training in bookkeeping or accounting procedures may substitute on a month-for-month basis for up to one year of the required experience.

Knowledge, Skills and Abilities:

Knowledge of general bookkeeping procedures

Keyboarding skills at 45 wpm.

Skill in operating general office machines.

Effective oral communication skills.

Ability to maintain accurate accounting records.

Ability to operate a 10-key calculator by touch.

Ability to learn the use of microcomputer and software.

Ability to learn district accounts payable processing procedures.

Ability to attend to detail and follow tasks through to completion.

Ability to organize and set priorities.

Ability to establish and maintain effective working relationships with staff and vendors.

Ability to set up and maintain an accurate filing system.

Ability to maintain confidentiality.

Licenses/Special Requirements

None