

Sparta Area School District

Article 226 - Specifications for Accounts Payable and Receivable Specialist

QUALIFICATIONS:

1. Minimum two-year degree including training in the areas of accounts payable, accounts receivable, and business procedures.
2. Ability to communicate effectively orally and in writing.
3. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive, professional, and maintain confidentiality at all times.
7. Ability to relate and work well with district staff and the public.
8. Experience in using district financial software.
9. Knowledge of and experience with MS Office software and equipment copiers and other office equipment.
10. Ability to work effectively and efficiently in an unsupervised environment.
11. Ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently.
12. Ability to endure frequent reaching, handling, fingering, talking, hearing and using near acuity and visual accommodation.

REPORTS TO:

Director of Business Services.

The Accounts Payable and Accounts Receivable Specialist should communicate problems or concerns to the Director of Business Services. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Director of Business Services. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule.

JOB GOALS:

1. Smooth, efficient, and accurate operation of accounts payable and accounts receivable.

2. Help create a positive impression of the Business Services Department of the Sparta Area School District.

PERFORMANCE RESPONSIBILITIES:

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

1. Process invoices and check requests for payments from district accounts.
2. Receive invoices from district programs and buildings. Verify proper approval for payment.
3. Input payment information into financial system and process checks or ACH payments.
4. Process and distribute payments for invoices created from payroll.
5. Organize accounts payable files.
6. Prepare monthly check listings for Administration and Board of Education.
7. Answer vendor inquiries regarding payment and account status.
8. Enter and maintain vendor 1099 information.
9. Audit employee expense statements for compliance with district policies and procedures, and prepare ACH payments.
10. Enter and balance cash receipts.
11. Prepare district A/R invoices, organize cash receipts and accounts receivable files.
12. Audit and enter PCard transactions into financial system.
13. Maintain facility use organizations list and certificates of liability insurance.
14. Invoice organizations for facility use and custodial charges.

Legal Reference:

Cross Reference:

Approved: August 22, 2006

Revised March 22, 2016