

EMPLOYEE NAME: _____

Created: 10/17 Revised: 6/18

JOB DESCRIPTION

POSITION TITLE: Capital Projects/Accounts Payable Team Lead	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORK DAYS: 238
REPORTS TO: Manager, Capital Project Accounting & Accounts Payable	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Functions as the team lead for all vendor payments in the Accounts Payable and Capital Projects Accounting areas. Oversees the data integrity of the Accounts Payable Vendor Maintenance System as well as the Accounts Payable vendor credit card and ePayables payment processes.	

REQUIREMENTS:

1.	Educational Level: Associate Degree in Business Administration required
2.	Certification/License Required: None
3.	Experience: 3-5 years of Accounts Payable or Bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Excel and Word; leadership skills; analytical skills; math aptitude; customer service skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates all Accounts Payable functions including training and providing daily financial, procedural and software support for Accounts Payable and Capital Projects Accounting.
3.	Maintains the Vendor Maintenance system to ensure vendors are properly setup according to Internal Revenue Service regulations.
4.	Processes daily expenditures and prepare monthly reconciliations of the Accounts Payable vendor credit card and ePayables Works System.
5.	Maintains excellent relations with external vendors and other District departments.
6.	Troubleshoots payment problems as reported by Accounts Payable users and notifies Technology Services to develop solutions.
7.	Compiles and generate management reports including monthly SPLOST cash flow projections for SPLOST Management.
8.	Manages the financial expenditures for capital outlay projects and process approved invoices.
9.	Performs other duties in Accounts Payable and Capital Projects Accounting as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____