



EMPLOYEE NAME: _____

Revised: 01/04; 06/04; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Accounts Payable Specialist	JOB CODE: 474B
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 VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Processes accounts payable for the district.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED
2.	Certification/License Required: None
3.	Experience: 3 years of Accounts Payable Experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; math aptitude.

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.	Responsible for the coordination of all Accounts Payable functions.
3.	Coordinates twice-weekly check runs and distributes to Accounts Payable for processing.
4.	Acts as a liaison between Accounts Payable and vendors, schools and other district personnel.
5.	Coordinates year-end close procedures and prepares year-end accruals for Accounts Payable items.
6.	Prepares and enters manual and void checks
7.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____