

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

ACCOUNTS PAYABLE SPECIALIST

JOB SUMMARY

The responsibilities of this position are to assist with general office clerical duties, maintain a wide variety of files/records, process and maintain accounts payable records, assist with receptionist duties including promoting positive public relations, and provide a variety of services to students, staff and the public.

Employees may be transferred or reassigned to other Accounts Payable Specialist positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent and office experience, including records maintenance and customer service; experience dealing with school-aged children preferred.

Two years of general accounting, accounts payable or purchasing experience training

Ability to communicate effectively

Skill in listening and eliciting information

Skill in problem resolution

Ability to troubleshoot problems

Skill and accuracy in arithmetic and mathematical calculations

Skill and accuracy in 10-key operation

Ability to organize and prioritize work

General knowledge of personal computers and a variety of software packages

Ability to meet deadlines and work independently

Skill in detecting errors and verifying data

Knowledge of accounts payable terminology, rules, regulations and procedures

Ability to establish and maintain effective working relationships with staff, vendors and outside agencies

Allowable Substitutions

Training in office procedures and one year's experience of increasing responsibility in an office setting.

Preferred Qualifications

Demonstrated skill in Microsoft Excel.

Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon the individual assignment, the Accounts Payable Specialist performs all or a combination of the following duties:

1. Prepares invoiced purchase orders for payment; inputs information to computer for vouchers; balances accounts payable funds; locates, identifies and corrects errors and discrepancies; submits vouchers for payment by Board.
2. Maintains accounts payable ledgers, records and files for proper documentation and retrieval.
3. Works with schools and departments to ensure receipt of merchandise prior to payment of invoices; verifies monthly statements; tracks and monitors outstanding invoices.
4. Prepares and encumbers purchase orders; maintains files for purchase orders and vendor lists, including Associated Student Body (ASB), transportation, capital projects and general funds; compiles and verifies orders; processes purchase orders and disseminates copies as appropriate; researches prices as necessary to ensure best price and product.
5. Maintains liaison with vendors; tracks and troubleshoots order questions and problems; initiates contacts and discussions to ensure cost-effectiveness.

6. Maintains liaison with district staff regarding purchases, vendors, prices and procedures; provides a variety of guidance and procedural instruction in accordance with established procedures; initiates contacts and discussions to ensure cost-effectiveness.
7. Processes purchase orders, checks and corrects accounting numbers as appropriate.
8. May receipt monies for district.
9. Assists the fiscal accountant with a variety of accounting and budget functions to assure current and accurate financial information, as assigned.
10. Processes warrant certifications and warrant registers on computer system; processes and mails checks.
11. Maintains records and files, and prepares reports as needed: year-end, Department of Revenue, and 1099's to vendors and a variety of accounts payable related reports.
12. Processes and verifies accounts payable distribution list; maintains an accurate list of current vendors; maintains correct addresses and other information; reviews and updates as necessary.
13. Maintains current knowledge of rules regulations, legislation and requirements governing accounts payable and purchasing; learns new skills as required.
14. Establishes procedures to comply with state and federal rules and regulations; trains and provides support to district staff in accounting and purchasing procedures as necessary.
15. Serves as member of the business team of the district; performs related duties consistent with the scope and intent of the position.
16. Respects confidentiality.
17. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
18. Ability to respect confidentiality of information.
19. Performs other duties as assigned by the employer.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Experiences constant interruptions; requires ability to establish and maintain effective working relationship with students, district staff, parents, and public; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires ability to adapt to shifting priorities and to frequently rechannel work efforts; may perform detailed work in reference to preparation, compilation of data, and analyzing information both verbally and in written form; requires average to above average proficiency in grammar, reading, writing, mathematics, communication, computer and telephone skills; requires ability to solve practical problems; requires ability to maintain strict confidentiality and display loyalty and integrity to employer, may experience stress due to deadlines on periodic basis in conjunction with daily workload.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; requires operation of office equipment and computer; requires keyboarding skill at 50 wpm with accuracy; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to bodily fluids in the health room and required to wear gloves as necessary, may be exposed to infectious diseases carried by students; may require restraining out-of-control students; may occasionally work outdoors in inclement weather.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.