

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Accounts Payable Specialist

REPORTS TO: Director of Business Services

OVERVIEW: Receives direct supervision from the Director of Business Services, who outlines policies, assigns duties and reviews work for conformance with standards. Performs regular duties on own initiative, exercising a high degree of judgment and tact, and reports to the Director upon completion of assignments. Consults with the Director on unusual problems and on complex technical questions. Works independently planning and organizing work according to standard office procedures.

QUALIFICATIONS:

- A. The skills and knowledge required would generally be acquired with an Associate's Degree in Accounting, Business Administration, or a related field, and four years of progressively responsible office accounting, or bookkeeping experience, or any equivalent combination of education and experience.
- B. A working knowledge of accounts payable and bookkeeping principles, methods and practices, and the ability to apply and adapt established methods to varied financial transactions. Ability to apply principles of business administration to resolve practical issues and deal with a variety of concrete variables in situations where only limited standardization exists is required.
- C. Must be able to acquire a proficiency in departmental computer applications, including State Department of Education interfacing applications, and have a good working knowledge of Microsoft Word and Excel, and familiarity with related applications. Must be able to utilize school district's email system. Ability to understand financial software, operate independently and utilize technology skills to problem-solve. Must be able to examine, analyze and interpret financial system records and to recommend improvements for increased accuracy, efficiency and productivity.
- D. Must be able to acquire a working knowledge of Board of Education policies, procedures and structures. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic and schedule form. Must have the ability to organize and maintain diverse data, files and records.
- E. Must have the ability to maintain effective working relationships with staff, Town officials, vendors and the public, and to deal with public relations issues courteously and tactfully.

License or Certificate

A Motor Vehicle Operator's license is required.

DUTIES & RESPONSIBILITIES:

- A. Performs calculating, posting, data entry, verifying and reconciling tasks in processing financial data for use in an accounts payable system. Reviews

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- purchase orders, travel reimbursements, payment requests, invoices and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, etc. Prepares documentation for Board of Education meetings. Mails checks for operating budget, lunch program, activity fund, and state and federal grants.
- B. Performs calculating, posting, data entry, verifying and reconciling tasks in processing financial data for use in a revenue/accounts receivable control system for lunch program, activity fund, and state and federal grants. Reviews deposit request and related information for proper account coding, mathematical accuracy, authorized signatures, etc. Performs related banking activities on a daily basis.
 - C. Establishes and maintains financial and office administrative records/files as needed (i.e. purchase orders, vendors, etc.)
 - D. Responds to vendor and staff inquiries and resolves issues related to orders, payments, etc. Maintains and updates vendor database.
 - E. Prepares information sheets for encumbrances, account adjustments, payments, and related information and processes as necessary. Coordinates information and processing needs with staff to assure accuracy, timely payments and availability of funds. Monitors separate account information to assure availability of funds. Provides staff with status and details of account expenditures as requested. Interacts with staff on a daily basis concerning accounts payable and receipt transactions and provides support as needed.
 - F. Assists in monitoring program budgets and advises Director of budget-related issues. Recommends corrective actions in order to remain within approved allocations.
 - G. Prepares or assists in the preparation of various financial documents, statement or reports as required. This list includes, but is not limited to statistical statements, registers, or materials requiring independent judgment and resourcefulness.
 - H. Analyzes accounts payable and revenue/accounts receivable procedures and makes recommendations to Director to improve workflow and to effect efficiencies.
 - I. Communicates with Town Treasurer Office to ensure accuracy of financial information.
 - J. Incidental Duties
 - a. Provides coverage in other responsible areas of the Business Office as needed, including serving as backup for payroll.
 - b. Performs monthly payroll bank reconciliations.
 - c. Operates standard office equipment, such as computer, copy machine, calculator, etc.
 - d. Assists Director in coordination of student transportation services.
 - e. Assists Supervisor of Building & Grounds with purchase orders and invoices.
 - f. Performs special assignments, studies, and other related duties as directed.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

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SALARY: As set by contract schedule between Board of Education and the Somers Educational Support Association.

LENGTH OF WORK YEAR: 220 days

Date: April 12, 2018