

**Job Description**  
**Assistant Business Manager - Accounts Payable**

Job Description for Assistant Business Manager - Accounts Payable (A/P) - The A/P will assist in the prompt and accurate payment of all expenses incurred by the district. He or she must be able to use a computer and software required to develop spreadsheets, maintain databases, and perform word processing. (EFinance experience is a plus). The A/P must be proficient in the use of a calculator and other required office machines. The A/P must have effective organizational, communication, and interpersonal skills. He or she will work under close supervision and follow established procedures to process debt requests, purchase orders, and invoices, as well as maintain accurate accounting records. During audits, the A/P provides reports and records as requested.