

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**Job Description**

<b>Accounts Payable Specialist</b>		
<b>Salary Schedule 80N</b>	<b>Contract Work Days: 245</b> <b>Daily Work Hours: 7.5</b>	<b>NNB - Exempt Status</b>

This employee is responsible for developing, maintaining and updating accounts payable records for computer input with minimal supervision and direction.

Duties of this position include but are not limited to:

1. Assisting in the Fiscal Operations of the District:
  - a. Developing accounts payable procedures and audit controls.
  - b. Developing accounts payable pay dates and number of checks.
  - c. Developing accounts payable processing schedules with the Information Services Department.
  - d. Assisting in the development of computer programs in the accounts payable system.
  - e. Assigning priorities and deadlines.
  
2. Assisting in Promoting Good Business Practices:
  - a. Submission of payroll certification of accounts payable.
  - b. Coordinating training of personnel of accounts payable.
  - c. Coordinating work flow between accounts payable and other departments.
  - d. Maintaining, updating and submitting 1099's to the Internal Revenue Service.
  - e. Supervising the maintenance of a current encumbrance file.
  - f. Supervising the audit of all travel reimbursement requests and entries into the accounts payable system.
  - g. Supervising the audit of all utility bills and entries into the accounts payable system.
  - h. Supervising the payment of all purchase order and other non purchase order payments into the accounts payable system.
  - i. Supervising the maintenance of a current open purchase order file.
  - j. Supervising the mailing of all invoice copies to the schools/departments.
  - k. Maintaining and balancing current statements with vendors.
  - l. Submission of letters to vendors about any accounts payable problems.
  - m. Maintaining and updating YTD accounts payable records.
  - n. Maintaining and updating cancelled checks and handwritten checks.
  - o. Acting as a liaison between accounts payable, employees, schools and vendors.
  - p. Monitoring and evaluating new technologies and methods to improve efficiency of operations.
  - q. Performing other duties as assigned.
  
3. Supervising and Evaluating Personnel:
  - a. Evaluating personnel assigned to the department.
  - b. Assisting in making recommendations of employment.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's Degree in Business Administration, Accounting, Finance or related field.

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2. Experience in supervising the work of others.
3. Ability to maintain effective working relationships.
4. Thorough knowledge of office practices and accounts payable procedures.
5. Skilled in computer usage.

#### **DESIRED QUALIFICATIONS:**

1. Minimum of three years experience in accounts payable procedures.

**Board Action:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Revised:** \_\_\_\_\_