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|  | **JOB TITLE** | ACCOUNTS PAYABLE SPECIALIST |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7663 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Bachelor’s Degree in Business, Accounting or a related area preferred. |
| Two years of bookkeeping, accounting, or accounts payable experience. |

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| **POSITION SUMMARY** |
| Perform routine clerical accounting duties in the maintenance of accounts payable records. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Respond to questions or complaints from vendors, District administrators, or employees in the area of accounts payable. |
| Prepare standard invoices for utility payments. |
| Process EFTs for employee travel reimbursements. |
| Respond to inquiries and requests pertaining to accounts payable. |
| Assist in all phases of 1099 processing. |
| Compare invoices to Purchase Orders and payment documents to identify and research discrepancies. |
| Assist in developing, updating, and revising all forms, instructions, manuals and procedures for accounts payable functions. |
| Compile information as requested by district departments and/or open records requests. |
| Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems, and assist with preparation and maintenance of records and reports. |
| Provide information regarding accounts payable policies, procedures and practices to District employees and vendors. |
| Input financial information into an automated accounting system. |
| Assemble, match, sort, tabulate, check and input a variety of financial and statistical data. |
| Maintain various records, reports, documents and files as directed; distribute reports as assigned. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Ability to prioritize and plan work activities and use time effectively. |
| Demonstrated ability to maintain accurate records and meet established deadlines. |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions. |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time. |