

ACCOUNTS PAYABLE DUTIES

Over 70% of the week is spent on PO entry, Requisition approvals, requisition entries (school requests), EFT Preparation, Invoice Entry and check printing/ mailing

15% is spent on school bookkeeper requests and School Cash, updating monthly Admin Expenses, any new vendor Credit Applications, W9 Requests and Tax-Exempt certificates sent where needed

15% is spent on miscellaneous housekeeping such as filing, maintenance and supplies for postage meter outside of the finance office and the folder sealer machine for our checks

INVOICE PROCESSING

Receive invoices from various vendors, internal departments and school buildings for entry into the check warrant that will eventually get printed. Most invoices are mailed directly to Newport which are opened and reviewed by AP. The remainder are both sent electronically and from internal departments (facilities and foodservice) and each school location.

Contact departments for questions on invoices and to verify that they are ok to pay

Finalize the entered invoices and print the check warrant, then mail the checks

PURCHASE ORDERS

Enter purchase orders from each department-either in Purchase Order Entry or via Purchase Requisition Entry. Those get approved then converted into the final purchase order format.

Forward each final po to the department or school who had requested it

Approve Requisitions that come through the WorkFlow in MUNIS from different departments

Purchase Order maintenance on a monthly basis-following up on open purchase orders via MUNIS reports to the original requester and closing ones that no longer need to be open

MASTERCARD/VISA/KROGER CARDS

Monthly reconciliation of all DW Credit cards with all matching receipts

For the Kroger card, following up with each school bookkeeper for all receipts that need to be paid from Central Office

For the Mastercard accounts, reconciling each month with all receipts and preparing a detailed list of all charges and the reason for said charges to the Finance Officer for review. This then goes to the Board for their review prior to that month's meeting

Maintaining a sign out sheet for the Mastercard's

VENDOR MAINTENANCE

In MUNIS, making sure new vendors are added to the file with all complete info, specifically all W9 forms as well as any tax-exempt forms needed on file Requesting and updating W9 information

Inactivating vendors that are no longer used

1099 NEC PROCESSING

Responsible for processing 1099 NEC forms to vendors who were paid \$600 or more the previous tax year (January to December not July to June). In MUNIS, it is setting parameters for each new tax year and checking with TYLER ERP to be sure the print settings are correct.

Mailing the forms to each recipient

Uploading the correctly formatted file to the Internal Revenue Service through both their FIRE system (Filing Information Returns Electronically) and their IRIS System (Information Return Intake System). They are two separate portals for filing electronically that are utilized once the file is generate in MUNIS AP 1099 Manager

SCHOOLCASH/SCHOOL BOOKKEEPERS

Serve as a liaison between the district finance office and each of the school bookkeepers.

Answer any and all questions that they may have about RedBook (the KY state accounting system) and their user software, SchoolCash.

Assisting the Finance Officer with annual refresher training sessions before the start of the new school year

Providing the monthly bank statements to their building principal for review and ok prior to their monthly statement reconciliation. Once those are completed, they are sent over here to finance to retain for End of Year processing.

Assist with timelines and deadlines for certain budget and reporting requirements

ELECTRONIC FUNDS TRANSFER FILE

Prep the file to Heritage bank for our contractors and select vendors paid via Direct Deposit. This also includes all approved employee reimbursements. These files are sent to the bank to be paid coinciding with the district pay dates. This file is shared with and reviewed by the finance officer.

This is the same format as printing paper checks, but instead of paper checks, the file is coded as an EFT and created in a specific format through MUNIS. This file must then be uploaded to the Heritage Bank portal directly.

I get a confirmation from Heritage then the list of payees is shared with the Finance Officer and the Federal Programs Clerk

OTHER MISCELLANEOUS TASKS

Reports upon request, for example Principals requesting their MUNIS reports for their Site Based monies available etc.

Annual Technology Activity Report (TAR) for Rusty Adams each August-reviewing and ensuring all Commodity Codes are entered and correct

Quarterly reports for our related service providers (mostly speech pathologists and OT PT Therapy services) to Kelly Grayson. Annual reports for the prior school year to Kelly Grayson when she needs to complete her Fairbanks report. Same related service providers, but on a larger scale

Tracking and recording all electronic debit/ACH payments from our bank and reconciling them for the Finance Officer each month-providing a complete list to them

Keep a running update of all Administrator Expenses for the month in a file shared with the finance officer

GENERAL HOUSEKEEPING, ETC

Maintaining the business office machines-Postage meter and Folder Sealer machine.
These need to run smoothly so Lisa and I can get our checks prepared for prompt mailing

This includes postage ink, postage refills, and the occasional manual update the machine is requesting. Occasionally troubleshooting the Folder/Sealer machine when jammed or not operating effectively

Oiling and emptying the shredder when needed

Filing check copies in the main business office filing cabinets

Maintaining a neat and tidy workspace

YEAR END PREP

Setting the PO #s for next fiscal year sometime in June

Copying the Journal Numbers in MUNIS over for the next fiscal year sometime in June

Setting the flags in MUNIS for AP to facilitate the finance officer in the year end rollover to July

Boxing up and labeling all files to be moved to storage and making room for the next fiscal year files. Making room for both the current fiscal year files we are closing and the fiscal year about to start (we keep both years handy in the business office)

Assisting the school Bookkeepers in their year-end processes in the School Cash Program. Helping them do their final reconciliation and rolling to the next school year with all appropriate reports run.

Communicating with the school bookkeepers on what items need to be here and when for the annual audit with Paul Maddox and Associates