



Job Description

Platte County School District

Purpose Statement

Accounts Payable/Receivable Specialist

The job of Accounts Payable/Receivable Specialist is done for the purpose/s of providing support to department activities with specific responsibility for implementing purchasing activities in compliance with mandated requirements; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; coordinating assigned projects and site activities; providing support and performing activities related to the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling related financial information.

This job reports to Business Services Manager

Essential Functions

- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Coordinates a wide variety of projects, functions and/or program for the purpose of completing project procedures and/or delivering services in a timely fashion.
- Maintains financial information, files and records (e.g. Requests for Proposal, purchase orders, invoices, accounts payable warrants, shipment verification, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, vendor files, etc.) for the purpose of providing up-to-date information and/or historical reference, in accordance with established administrative guidelines and legal requirements.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Prepares written materials and electronic financial information (e.g. voucher ratification reports, procedures, transmittals, tax listing for each vendor, bank deposits, Food Services verifications; letters; monthly vendor files; NSF data; travel documents, PCards, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. NSF checks, PCard charges, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data (e.g. PCards, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Supports assigned administrative personnel (e.g. Business Services Manager, Executive Director of Business Services, administrative staff, etc.) for the purpose of helping with accounting functions and responsibilities.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; analyzing data; classifying data and/or information; collecting money; customer service; performing standard bookkeeping; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; keyboarding; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, working with frequent interruptions; accuracy and attention to detail; dealing with frequent interruptions; organizing tasks; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

None

Continuing Educ. / Training

Continuing Education Requirements

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Tech/Pro Salary Schedule Range A1