



Position Title: **Accounts Payable/Administrative Assistant**

Department: Fiscal Services and Operations

Reports To: Director of Finance

SUMMARY: Provides administrative assistance support to the Fiscal Services Manager and Director of Operations. Responsible for processing all district account payables and maintains invoice files for the District. Responsible for organization and retention of student records. Responsible for maintaining inventory and fixed asset records for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Reviews, processes and pays all authorized invoices
2. Processes all district purchase orders daily
3. Ensures timely payments of all authorized invoices
4. Maintains files of paid and unpaid invoices and purchase orders
5. Generates monthly reports for Board and annual 1099 for tax purposes
6. Assists in balancing District's bank account statements on a monthly basis
7. Maintains records retention schedule and implements destruction as scheduled
8. Maintains a central storage area for inactive records
9. Maintains District fixed asset records
10. Responsible for the recording and distribution of meeting minutes for the Safety Committee and other groups as assigned
11. Maintains essential records and legal documents as required by district, state and federal agencies
12. Processes requisitions for facilities department
13. Orders office supplies for District office
14. Maintains new vendor files and W9 follow-up
15. Maintains snow closure and fire/security contact lists
16. Corresponds with district staff and stakeholders via email
17. May be asked to translate, if applicable
18. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School Diploma or equivalent required, with some post-secondary training desirable. Experience in accounting and bookkeeping preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business journals, technical procedures or governmental regulations. Ability to write reports and limited business correspondence. Ability to respond to common inquiries or complaints from employees, vendors, regulatory agencies or members of the business community. Ability to maintain poise and composure when dealing with unhappy or distressed members of the staff or public. Must be able to maintain positive and pleasant demeanor under stressful conditions.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply commonsense understanding to carry out instructions furnished in written, oral and diagram form.

OTHER SKILLS AND ABILITIES: Ability to use 10-key calculator with precision and accuracy. Demonstrate ability to operate a personal computer and related software: word processing, spreadsheet, database, and accounting programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; occasionally walk and stand; continuously repeats finger motions for extended periods of time while operating keyboard; occasionally lift and carry up to 50 pounds. Specific vision abilities required by this job include close vision; depth perception; and the ability to communicate through speech. The employee will be able to hear conversation in quiet environments as well as noise environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The environment is usually quiet but is frequently interrupted by customers, phone calls, e-mails and other interruptions associated with receptionist duties. While performing the

duties of this job, the employee regularly works inside and is occasionally required to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date