

School District of Waupaca
Accounts Payable Specialist
Job Description

QUALIFICATIONS:

- 1) High School Diploma, Associate and or Bachelor's degree in related area of concern
- 2) Knowledge of office equipment including computer operations, and data processing
- 3) Demonstrated aptitude or competence for assigned responsibilities
- 4) Ability to communicate effectively
- 5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

Performs administrative support necessary to accomplish objectives established by the Business Manager. Adapts to the variety of responsibilities. Presents a positive image in contacts with the community and staff. Properly handles confidential matters relating to vendors, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1.) Operate and maintain accurate, up-to-date processing for budget information, purchase orders, checks;
- 2.) Assist district staff with budget questions and assist with orders;
- 3.) Issues accounts payable checks as directed by supervisor;
- 4.) Assists in maintaining a complete and systematic set of records of all financial transactions of the district;
- 5.) Traces errors and records adjustments to correct charges or credits posted to incorrect amounts;
- 6.) Ensures that input data and files are entered as required in order to maintain production schedules;
- 7.) Analyzes potential problems and takes corrective action where called for or seeks assistance from system programmer where causes of problems are not apparent;
- 8.) Enter gas bills on spreadsheet (weekly & monthly);
- 9.) Put all mail in alphabetical order and open envelopes;
- 10.) Attach invoices with Purchase Orders;
- 11.) Check over expense sheets, food service invoices without Purchase Orders;
- 12.) Put all Purchase Orders in alphabetical order for posting;
- 13.) Post invoices and check back for errors;
- 14.) Update invoices, run check register, check summary, vouchers, checks and ACH checks;
- 15.) Do ACH report to bank for each batch with ACH checks;
- 16.) Do check summary report and over \$2,000 report for board (weekly & monthly);
- 17.) Staple vouchers to invoices and file;
- 18.) Stuff checks and copy of invoice in envelope;
- 19.) Add vendors to Skyward;
- 20.) Answers phone calls regarding invoices from vendors and employees;
- 21.) Answers incoming calls, takes messages and screen calls;
- 22.) Assist sending W-9's when needed and file in binders and 1099's as requested;

- 23.) Print Purchase Orders out on white & pink paper, read all notes and fax/mail purchase Orders.
Update Purchase Order file;
- 24.) Maintain district credit card;
- 25.) Process all Wire Transfers;
- 26.) Prepare documents for Auditors as requested;
- 27.) When Human Resource Liaison is absent, performs as Public Notary
- 28.) Acts as back-up Receptionist;
- 29.) When Human Resource Liaison is absent, accepts job applications and answers questions in regards to openings within the District;
- 30.) Acts as back-up of sorting incoming and outgoing mail;
- 31.) Acts as back-up for daily bank deposits (district and lunch money);
- 32.) Acts as back-up for approval and review all Purchase Orders;
- 33.) Maintain confidentiality and loyalty to employer;

OTHER FUNCTIONS:

- 1) Perform other responsibilities as assigned by the Business Manager or Superintendent;
- 2) Maintain prompt daily attendance at work;
- 3) Promote a positive image of the District at all times;

Adopted: 12/13/16

Revised: