

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Accounts Payable Specialist

QUALIFICATIONS:

1. High School Diploma with equivalent experience.
2. Five (5) years of experience in accounts payable.
3. Knowledge of computerized accounting and auditing procedures, reconciling accounts and possess excellent communication skills to interface with vendors.

REPORTS TO:

Payroll Supervisor

JOB GOAL

Responsible for performing audit and preparation of contracted purchase orders and invoices for payment on behalf of the Trenton Board of Education.

SUPERVISES:

Appropriate personnel as determined

PERFORMANCE RESPONSIBILITIES:

1. Responsible for auditing, reconciling invoices to Purchase Orders (PO's), shipping documentation and preparing all purchase orders for payment.
2. Assists with semi-monthly bill list and preparation of special warrants.
3. Assists with reconciling all accounts payable and paying any credits and excesses.
4. Responsible for remediation of expenditures and routes information regarding accounts payable.
5. Contacts and interacts with vendors via phone and/or writing regarding invoices, deliveries, corrections and discrepancies.
6. Works in conjunction with the warehouse, purchasing and schools regarding shipments and problems.
7. Responsible for reconciling vendor statements quarterly.
8. Responsible for maintaining filing system of non-cleared purchase orders and follow-up with vendors.
9. Responsible for inputting and tracking utility expenditures, transportation and special tuition invoices.

PERFORMANCE RESPONSIBILITIES (cont'):

10. Responsible for the accurate maintenance of financial records for accounts payable reports and coordination of timely retrieval of documents requested by external auditors.
11. Responsible for assisting the senior accountant/accounts payable and Payroll Supervisor.
12. Upholds philosophies/values and Board Policies of the Trenton School District.
13. Exercises safe and appropriate work habits.
 - a. Demonstrates knowledge of and follows prescribed safety policies/procedures.
 - b. Demonstrates general knowledge of work process within skill area.
14. Promotes positive inside and outside relations.
 - a. Interacts with the Board, other Departments and the School Treasurer regarding accounting issues.
 - b. Works in consultation with the Purchasing, Accounting, and Business Offices and with the Payroll Supervisor to ensure timely and accurate processing of orders and payments.
15. Performs other duties related to the operation of the Accounts Payable Department, as assigned by the Payroll Supervisor.

TERMS OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with Business and Technical

STATUS: Hourly _____ Salaried X
Exempt _____ Non-Exempt X

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional personnel.

BOARD APPROVAL: _____

Board Approved
October 26, 2015