

**South Burlington School District
Position Description**

Job Title: Accounts Payable Coordinator
Location: Business Office
Job Group: Non-Union Support Staff
Pay Level: Non Exempt, Grade 6
Reports To: Accounting Supervisor

Summary: Supports the financial management functions of the District by maintaining vendor, invoice, and purchase order files. Performs accounts payable and special accounting projects and originates reports.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Responsible for the Accounts Payable functions:
 - a. Processes all authorized purchase orders and invoices and ensures timely data entry to financial system.
 - b. Sends purchase orders to vendors via fax, mail, and/or email in a timely manner.
 - c. Prepares warrants for all District disbursements. Prepares, verifies, and distributes checks for payments.
 - d. Researches issues, responds to questions, and provides assistance to staff regarding purchase orders and vendor transactions. May provide information to building administrators on expenditures and revenues.
2. Maintains vendor files including, but not limited to: contact information, policy or account numbers, and general processing procedures.
 - a. Responds to vendor inquiry regarding payment.
 - b. Reconciles monthly vendor statements to payments and follows up on outstanding items.
 - c. Maintains accurate, organized filing system of paid and unpaid invoices and purchase orders.
 - d. Maintains vendor files and ensures that all necessary W-9 forms are current and on file.
3. Responsible for assigned projects including but not limited to:
 - a. Preparing annual 1099 documents and related schedules for IRS reporting.
 - b. Assisting in the compilation of information for the annual audit.
 - c. Maintaining records and ensures proper payment for the International Fuel Tax Agreement (IFTA) decals for transportation department vehicles.
 - d. Ensuring current payment and renewal of the Chittenden County Solid Waste (CCSW) Agreement.
 - e. Managing the District's online Advance Placement (AP) Testing account.
 - f. Reconciliation of pre-school accounts and payments.
 - g. Incorporating technology upgrades and integration.
 - h. Cross-training with other positions in the Business Office.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. The ability to perform duties with awareness of all District requirements and School Board policies is essential. Regular attendance in accordance with established work schedule is required.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are typical 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 graduate or completion of GED, Associate's degree preferred. Two or more years accounting/bookkeeping experience desired.

Language Skills: Ability to read and interpret documents such as operating and maintenance instructions, safety rules, and procedure manuals. Ability to develop and write routine and correspondence. Ability to effectively speak with individuals or before groups.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

Reasoning Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrated ability to deal with problems involving several concrete variables in standardized situations is necessary.

Other Skills and Abilities: Demonstrated proficiency with technology and the use of the internet, word processing, and spreadsheets. Effective organizational and time management skills and the demonstrated ability to manage multiple tasks are required. The ability to communicate clearly and concisely, both orally and in writing is essential. Ability to perform duties with awareness of all District requirements and School Board policies as it relates to the job responsibilities is essential. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service is essential.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, see, and hear. The employee is occasionally required to walk, stand, and reach with hands and arms. The incumbent must demonstrate manual dexterity to operate a computer, adding machine, phone, and other office machinery. The employee must occasionally lift and/or move up to 50 pounds, such as cases of computer paper. Specific vision abilities required by this job include close vision and depth perception. The employee may occasionally be asked to travel to other work locations.

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.*

The work is performed in an office setting and in a highly visible location requiring constant interaction with the public and District personnel. The individual is responsible for safeguarding confidential, sensitive communications and information. The noise level in the work environment is usually moderate. The position demands meeting deadlines with severe time constraints.

Terms of Employment: 12 month

Evaluation: Annually by the Accounting Supervisor

Date Approved: 8/1/18, D. Young

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 individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____