

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Secretary – Accounts Payable	Department: Secretarial
	Exempt Status: Non-Exempt
Reports To: Business Manager	Date: May 12, 2015
Approval: Assistant Superintendent	

JOB SUMMARY: Responsible for prompt processing and payment of all bills, keeping complete and accurate records and the preparation of related reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 85%** Prepare and process all Accounts Payable for the District
- A. Review invoices from schools and verify amounts are coded properly according to UFARS and within budget guidelines.
 - B. Monitor and ensure all district invoices are paid on a timely basis.
 - C. Match invoices with purchase orders and statements and notify schools of outstanding invoices.
 - D. Verify any past payments on invoices.
 - E. Create and/or fax purchase orders for the District Office.
 - F. Enter all invoices into the accounting system and ensure all procedures have been followed for proper approval.
 - G. Print and mail checks.
 - H. Handle problems associated with vendors and invoices.
 - I. Obtain w-9 forms and setup new vendors in the accounting system.
 - J. Assist in setting up new accounts and payment procedures with vendors.
 - K. Maintain and file paid invoices in vendor files.
 - L. Prepare 1099's at year end.
 - M. Prepare monthly reports for the School Board meetings.
 - N. Flag vouchers for fixed assets purchased that are greater than \$2,500.
 - O. Collect and maintain internal audit records of district-provided cell phones.
- 5%** Office/Administrative/Support
- A. Answer and/or direct phone calls.
 - B. Handle incoming and outgoing mail.
 - C. Photocopy, fax and scan materials as needed.
 - D. Return packages via UPS or US Mail as needed.

- 5%** Work Direction/Training
A. Assist in the training of others with the purchasing.
B. Explain proper UFARS coding requirements to staff.
- 3%** Backup Support
A. Receptionist area in District Office.
B. Petty cash.
C. Receipts.
- 2%** Professional Development
A. Attend meetings, in-service and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Associate degree in accounting or the equivalent of previous accounts payable experience preferred.

Experience:

- Three or more years of accounts payable experience preferred.
- Previous school district experience preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- Knowledge of UFARS.
- Knowledge of records retention schedule.
- General clerical skills.
- Proficiency in operating computer hardware and software applications.
- Working knowledge of building/department programs.
- Good human relations skills.
- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Processes information accurately and efficiently in a timely manner that contributes to the effective and efficient operation of the office.
- Maintains accurate and up-to-date records to help ensure that the district properly meets financial requirements set by state and federal guidelines and district policies and procedures.
- Maintains confidentiality, security, and accuracy regarding all district records.
- Interfaces accounts payable totals into the accounting system and provides detail to administration as needed to ensure financial stability for the district.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.