



David Douglas School District #40

Classified Job Description

ACCOUNTING CLERK IV – SENIOR ACCOUNTS PAYABLE CLERK

Schedule: 12 months per year

Class: 17

POSITION PURPOSE

The Senior Accounts Payable Clerk provides accurate and timely coordination of the District's copier and printer fleet accounting, utility usage and payment, and payment of the School District's bills, including vendor communications, invoice approval coordination and entry, voucher processing and payments, quarterly reporting, annual form 1099 reporting, and other accounts payable duties as assigned. This position reports to the Accounting Manager.

NATURE AND SCOPE OF RESPONSIBILITIES

- Coordinates and monitors chargeback systems including maintaining daily and monthly billing of completed copying and printing requests
- Oversees copier software system to assure accurate cost accounting reports, assigns accounts for end users, prepares and sends reports and analyses on usage to budget holders
- Coordinates purchasing card processing, ensuring that purchases meet district requirements, are coded properly and processed timely
- Coordinates processing of utility invoices and entry into utility manager software. Prepares reports and analyses for end users
- Entry of verified invoices into the District's enterprise resource planning system and scheduling invoices for payment in conformity with District policies and procedures
- Prepares vouchers in the system for disbursement via check, EFT or ACH transfer and coordinates vendor payment documentation
- Maintains the filing systems to substantiate payments and other accounting procedures as required
- Sorts, distributes, files and mails forms, purchase orders, accounting documents and correspondence
- Provide excellent customer service to staff and vendors in explaining and assisting with the purchasing and payables processes
- Complete year-end closure of outstanding purchase orders, set up vendor and purchase order files for the new school year
- Complete annual filing of the District's Form 1099 using the enterprise system, and quarterly filing of the District's reports such as fuel tax and e-rate reimbursements
- Perform other tasks as assigned

QUALIFICATIONS

- Associates degree in Accounting, Finance, Business Administration or related field required, advanced degree preferred
- Five years progressively responsible accounting experience including processing financial transactions, recordkeeping, and preparation of monthly, quarterly and/or annual reports. Experience in analytical and technical accounting and accounts payable with experience in capital construction payables preferred. Knowledge of governmental accounting preferred. Accounts payable certifications such as CAPA or CAPP would be desirable
- Thorough understanding of cost accounting principles, allocation methodologies, and internal controls and ability to analyze and research data
- Ability to maintain the confidentiality of sensitive information related to personnel, financial, and legal matters
- Advanced computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written directions with a high degree of accuracy
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- Ability to work independently, prioritizing tasks to meet deadlines, and to work as a team member with the department staff
- Ability to provide excellent customer service and communicate effectively as an accounting professional in this essential role

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the department. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment for extended periods of time.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.