

## JOB DESCRIPTION

### TITLE

Accounts Payable/ Reimbursement Specialist

### POSITION TYPE

Non-Exempt

### PRIMARY FUNCTION

Responsible for processing division expenditures and preparing reimbursements for items such as those made for health related student services or those associated with grants or discount programs. Assists the Director of Finance in monitoring budget and preparing annual report.

### MINIMUM QUALIFICATIONS

- High school diploma or associates degree with qualified experience and skills in clerical, administrative and computer systems
- Knowledge of business English, spelling, technology and accounting.
- Demonstrates aptitude or competence for assigned responsibilities.
- Demonstrates high level of organizational skills and is detail oriented; able to problem-solve and resolve errors.
- Proficiency with Microsoft Office, Outlook, Adobe, and other standard software support systems and telephone systems
- Ability to effectively communicate and interface with colleagues, coworkers and community members and agencies
- Ability to multi-task and delegate workflow to meet all deadlines effectively
- Types, transcribes, publishes and creates documents, flyers, spreadsheets, data sets and other communication and information for internal and public use
- High levels of professionalism in developing and maintaining effective working relationships with all level of School Board Office and County Administration/Employee

### KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of automated accounting and micro-computer systems, operations, and procedures. Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Ability to provide a high degree of accuracy and attention to detail.
- Ability to establish and maintain effective working relationships with outside contacts, officials, school secretaries, principals, directors, and other School Board employees and to plan, coordinate, and direct the work of subordinates.
- Ability to assemble and organize complex data and compose effective and accurate correspondence and to prepare various financial and operational reports.
- Ability to quickly learn procedures used to report information and maintain records and ability to work independently on responsible and complicated administrative assignments.

### REPORTS TO

Director of Finance

## **PERFORMANCE RESPONSIBILITIES**

- Processes contracts, purchase orders, accounts payable invoices, requests for payment – verifies, agree to contract and ensures W9 paperwork is complete and filed.
- Manages Federal & State Grant Accounting to include setting up budget, monitoring accounts, preparing of reimbursements, and setting up receivables, accruals, and carryovers.
- Works with finance director on account codes and budget preparation.
- Responsible for assignment accurate account codes to expenditures.
- Assists in preparations for annual audit by outside company, , account analysis and preparation of detailed financial schedules and statistical data; assists auditor, answering inquiries and supplying data as requested.
- Monitors School Division expenditures to ensure transactions are within budget.
- Receives and responds to staff inquiries regarding accounting, grants, and other areas of responsibility.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs other duties as assigned.

## **TERMS OF EMPLOYMENT**

Twelve months/240 days. Salary according to School Board Pay Plan.

## **EVALUATION**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

## **APPROVED BY SUPERINTENDENT**

01/19/2016 ( Updated 7/15/19)

**JOB DESCRIPTION PREPARED BY**  
**Director of Human Resources**



The preceding job description is designed to indicate the general nature and level of work performed by employees with this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all abilities, and qualification required of employees to this job. Duties, responsibilities and activities may change with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

**Charles City Public Schools assures equal employment opportunities an equal education educational opportunity for employees and students required by federal and state orders and laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties, when requested.**

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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