

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Accounts Payable	<b>Department:</b> Business Services	<b>Unit:</b> Office Professionals
<b>Immediate Supervisor:</b> Director of Business Services	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b> Under the direction of the Director of Business Services, the Accounts Payable Office Professional is responsible for implementing and carrying out the district procedures and operations associated with the processing of accounts payable; providing assistance and providing information to district personnel regarding the procedural requirements of purchase orders and the processing of transactions; resolving and addressing vendor issues concerning payment transactions and issues. Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implements account payable processes in generating the timely payment of vendor invoices, expense vouchers, and purchase orders, student activity fast checks, wire transfers, set up of new vendors and payroll. Performs such representative duties as:
  - Reviews, sorts and matches invoices, purchase orders and check requests.
  - Reviews all invoices for appropriate documentation and approval.
  - Verifies and process payments of registrations and travel claims.
  - Processes mileage reimbursement claims for all staff.
  - Monitors accounts to assure payments are up-to-date.
  - Supplies account codes to invoices.
  - Answers questions and deals with vendor complaints or issues regarding invoices, payment, overdue notices or other concerns and questions.
2. Enters all cash receipt deposits, wires, misc. cash receipts for each day a deposit slip is prepared per school.
3. Runs accounts payable checks and reports bi-monthly.
4. Files all documents and follows up n any accounts payable discrepancies with vendors and staff.
5. Performs other duties of a comparable level or type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
	2nd year graduate level			
		<ul style="list-style-type: none"> <li>• Basic understanding of accounting and bookkeeping functions, procedures, and practices of the district as it pertains to accounts receivables, accounts payable, general ledger maintenance.</li> <li>• Laws, rules, regulations and requirements pertaining to areas of accounting responsibility.</li> <li>• Fundamentals of general office and general administrative procedures and operational requirements.</li> <li>• Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing payrolls (i.e. Skyward).</li> <li>• Knowledge of basic record retention, record/file/database maintenance requirements.</li> </ul>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 year related administrative support and bookkeeping.				
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> MN Driver’s License or evidence of equivalent mobility.			
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and representatives of other agencies.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, vendors, the public and department staff concerning addressing accounts payable, account questions, etc.</li> <li>• Prioritizing duties and carrying out assignments with a minimum of supervision.</li> <li>• Preparing accounting reports and forms.</li> <li>• Applying and following district accounting and recording keeping operations in the maintenance of and processing of district financial records or reports.</li> <li>• Performing general office and clerical functions required within the office of assignment.</li> <li>• Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.</li> <li>• Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department and district accounting programs (i.e. Skyward).</li> <li>• Keyboarding skills.</li> <li>• Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines and accounting procedures.</li> <li>• Performing assigned functions with minimal direction in accordance with established and set departmental operations.</li> </ul>			



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 6/2016 BCC

