



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR ACCOUNTS PAYABLE
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8030
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises timely and accurate voucher and invoice processing and payment to comply with District, state and federal financial requirements. Coordinates incoming invoices, receiving reports and vouchers while ensuring efficient processing. Requires corresponding and answering inquiries from vendors.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, trains, and evaluates the performance of clerical personnel

Serves as liaison for the purchasing and management information services departments

Handles inquiries and requests pertaining to accounts payable

Supervises all phases of check writing preparation

Processes the closing of orders generating no action over 120 days

Monitors incoming invoices to the District and supervises the matching of corresponding receiving reports from individual cost centers

Supervises receipt of school food service receiving reports, invoices and coordinates timely payment

Assists in various year end closing functions

Supervises the maintenance of adequate controls to ensure the accuracy of checks and reports produced

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, exposure to marked changes in temperature and humidity, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Two (2) years responsible Accounts Payable experience

Ability to maintain accurate records and meet established deadlines

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in a diverse workplace