



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

JOB TITLE:	COORDINATOR ACCOUNTS PAYABLE
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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