



vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO** Director of Accounting

### GENERAL RESPONSIBILITIES

1. Coordinates activities of Bookkeepers and General Office Assistants to enable the district to issue checks on a timely basis.
2. Communicates with vendors and district staff concerning problems in the accounts payable office.
3. Balances and submits all jobs in the computer to post accounts payable checks to the general ledger.
4. Works with the Director to process all invoices for purchasing cards.

### SPECIFIC RESPONSIBILITIES

1. Assists with the interview and selection process of new employees for the Accounts Payable Department.
2. Trains all Accounts Payable Bookkeepers and General Office Assistants.
3. Supervises and assists in the performance evaluations of the Accounts Payable staff as designated by the Director of Accounting.
4. Assists with updating documentation for training of Accounts Payable Bookkeepers.
5. Assists in the preparation of a user-friendly Accounting Manual to train Office Managers, secretaries and other employees.
6. Conducts in-service training for Office Managers, secretaries and other employees that need to understand the accounting procedures and who will utilize the Budget Summary Report, Budget Detail Report and Purchase Order Recap Report.
7. Resolves accounts payable problems.
8. Approves and processes all non-purchase order payments.
9. Approves and processes prepay items such as travel advances and subscriptions.

10. Reviews all cancelled purchase orders for possible liabilities.
11. Processes all payments for charges against the purchase card system.
12. Trains Office Managers, secretaries and other employees regarding the purchase order card system as it relates to accounting.
13. Balances contract retainage amount to general ledger.
14. Prepares input documentation for all manual checks and void checks.
15. Prepares and/or oversees journal entries for expenses associated with field trips, print shop, retainage and other costs to be distributed.
16. Balances warrant register with invoice summaries from Bookkeeper, posts cash disbursements and communicates financial needs to Director of Accounting.
17. Performs other duties as assigned.