

**POSITION DESCRIPTION  
COLCHESTER SCHOOL DISTRICT**

**POSITION:** Accounts Payable Bookkeeper  
**DEPARTMENT:** Fiscal Services  
**REPORTS TO:** Financial Manager  
**CLASSIFICATION:** Non-Exempt (hourly)  
**PURPOSE:** The Accounts Payable Bookkeeper is responsible for processing accounts payable and performing other necessary procedures/duties associated with accounts payable and/or related fiscal functions.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Review, compile, and process all necessary information in order to prepare the school district's bi-weekly accounts payable to include all schools, IT, Food Service, Maintenance and special education
- Check invoices for proper approvals and receipt of goods
- Prepare purchase orders and invoices for processing and payment, match all invoices with purchase orders, check price extensions, discounts, account numbers, and amounts to charge to each account
- Prepare warrants for all District disbursements. Prepare, verify, and distribute checks for payments. Transmit positive pay file to the bank
- Maintain vendor files for the District (file paid invoices, create new vendor files, perform year-end close procedures and prepare files for the new year)
- Review monthly vendor statements for past due invoices and take necessary actions
- Analyze purchase orders over 60 days old and follow up on status
- Research issues, respond to questions and provide assistance to staff regarding purchase orders and vendor transactions
- Train and support school administrative assistants and other staff members on the use of the accounts payable and student activity module software, prepare and issue regular correspondence to keep them informed of changes and/or to ensure consistency of reporting
- Maintain fixed asset records in coordination with the Financial Manager and other school staff
- Prepare petty cash checks, deposits, and maintain check register for petty cash account
- Process, collate, and distribute 1099 forms required by state and federal regulations
- Bill, collect and track payments of tuition for all non-resident students in accordance with district policy
- Invoice other accounts receivable as necessary, including field trips and building rentals
- Act as backup for the Special Education Administrative Assistant as it relates to financial responsibilities
- Provide front office coverage when necessary or assigned
- Coordinate and process yearly unclaimed property reporting to the State of Vermont
- Facilitate acquisition of school Student Activity account activity, conduct internal review of Student Activity account records in conjunction with other accounting staff and disseminate review results to the schools
- Exhibit commitment to School District's Vision Plan

**Job Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond to common inquiries or complaints from vendors, regulatory agencies, or members of the business community; ability to write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from groups of peers
- Broad-base knowledge of and skills in accounting principles and methods, with directly related experience in accounts payable accounting; good working knowledge of relevant government regulations
- Ability to calculate figures and amounts such as discounts, interests, commissions, and percentages
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Experience and proficient computer skills in word processing, spreadsheet, and database programs are

- required; experience with Microsoft Office and Crystal Reports preferred
- Strong skills and experience in data entry and information retrieval from computerized information systems
- Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables
- Ability to communicate courteously and deal efficiently and effectively with a wide range of individuals, including faculty and staff, administrators and representatives of organizations; ability to work cooperatively and effectively with peers, subordinates, supervisors and parents, and outside agencies
- Ability to maintain a high level of accuracy
- Good typing, filing, and other general office skills

**MATERIALS AND EQUIPMENT USED:**

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate's Degree in Accounting, plus 2 to 4 years of relevant experience, including accounts payable or a combination of education and experience from which comparable knowledge and skills are acquired. Direct experience with governmental accounting as it applies to school districts is a plus.

**PHYSICAL/MENTAL DEMANDS:**

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

**WORKING CONDITIONS:**

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Date Revised: 02/16/2017

Board Approved: 02/21/2017