

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: BOOKKEEPER/ACCOUNTS PAYABLE

Supervisor: Business Manager

GENERAL JOB DESCRIPTION: The bookkeeper for accounts payable is responsible for processing purchase orders for payment according to established procedures and obtaining reimbursement as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This position exists to perform the following functions. Other duties may be assigned.

1. Plan for and manage the resources for which he/she is responsible.
2. Communicate accurately and effectively.
3. Comply with all School Board policies and administrative regulations.
4. Is knowledgeable in District and New Mexico procurement law and policies.
5. Insure compliance with State and Board policies in purchasing including obtaining all necessary approvals prior to purchase.
6. Monitor processing of purchasing transactions to ensure timely support to departments and timely payments of vendors.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Process accounts payable according to established procedures in a timely manner.
9. Responsible for the various communications relevant to the accounts handled.
10. Maintain a file system for each department, for their purchase order, invoices, paid purchase orders, and reports.
11. Match reconciled invoices and statements to purchase orders and if complete, work-up for payment.
12. Work up invoices checking for previous payments, receiving, account numbers, freight and tax charges, purchase orders, dates, secondary approvals, discounts, and detailed purchases.
13. Write checks a minimum of once per week, or as needed.
14. Process Open PO lists and close purchase orders as requested.
15. Work Purchase Order file on a weekly basis to check for old PO's waiting for receipts or closure.
16. File paid invoices.
17. Maintain a close working relationship with school secretaries and assists them any way possible to ensure that all bills are paid in time manner.
18. Contribute to the welfare and effectiveness of the administration office by adhering to high ethical standards of performance and interpersonal relationships.
19. Move files as needed at the end of the year.
20. Create new file folders for beginning of new year.
21. Process RfRs monthly.
22. Process invoices to outside agencies as needed.
23. Attend professional development conferences.
24. Attend appropriate staff and/or committee meetings.

25. Must be able to handle high-level of stress satisfactorily and be congenial with other employees, parents, students and outside agencies at all times.
26. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, and /or the Superintendent.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High School Diploma or equivalent.
2. One to two years related experience and/or training; or equivalent combination of education and experience.
3. Demonstrate knowledge of basic office procedures, basic accounting, typing, and keyboarding.
4. Demonstrate effective and stable interpersonal relationship with public and staff.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, staff and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals. Ability to compute hourly rates and percentages.

REASONING SKILLS:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint) and ability to be proficient in other programs as required.

CONTINUING EDUCATION REQUIREMENT:

To continue to perform this job successfully, an individual must obtain at least 16-hours of continuing education specific to job functions if a PED license is held.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and listen. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT:

The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____