

GREENE COUNTY SCHOOLS
Job Description

Title:	Accounts Payable /Federal Accounts Assistant
Qualifications:	<ol style="list-style-type: none"> 1. Minimum Associates Degree (Business or Related Area) Preferred 2. Prior Accounts Payable or Accounting experience desirable 3. Must possess numerical aptitude and competence 4. Knowledge of finance software systems
Reports To:	Assistant Director / Federal Programs Supervisor
Job Goal:	To ensure the orderly and systematic continuation of all functions of accounts payable and federal budgets.
Performance Responsibilities:	<p>The following duties are normal for this job. These are not to be construed as exclusive or all- inclusive. Other duties may be required as assigned.</p> <ol style="list-style-type: none"> 1. Writes all warrants (federal and general) from approved invoices in a timely manner and receipts all local revenues. 2. Ensures that copies of all warrants are filed appropriately and substantiated by proper invoices, statements, purchase orders, and bid information as required by state and federal laws / guidelines. 3. Assists other departments in the filing of state reports and keeps records of such. 4. Reconciles payroll account with bank on a monthly basis). 5. Periodically invoices schools for reimbursements to Central Office and maintains records of such payments. 6. Request all Federal Funds through the State Website E-Plan. 7. Assist Federal Directors with Budget entry and Budget monitoring Complete End of Year Federal Financial Report in E-Plan. 8. Distributes warrants to vendors along with any documentation required for vendor to process payment. 9. Reconciles all packing slips to appropriate invoice and purchase order. 10. Ensures that copies of all warrants are filed appropriately and substantiated by proper invoices, statements, purchase orders, and bid information as required by the state and federal laws/guidelines. 11. Assists other departments in the filing of state reports and keeps records of such. 12. Reconciles payroll account with bank statement on a monthly basis. 13. Assists with providing accurate and updated records for any state, federal or local audit. 14. Receipts all local revenues and deposits with the trustee. 15. Controls all system credit cards: signs out cards to approved personnel, keeps log on who has cards with date of when the cards are returned. 16. Responsible for 1099 maintenance of all internal vendors, this includes

issuing a 1099 to the vendor before 01/31 of each year if vendor meets requirements of such.

17. Responsible for issuing all 1099's for all schools. This is compiled from data received from each school before 01/04 of each fiscal year.
18. Assisting Budget Director in uploading the 1099's to the IRS each year.
19. Responds to all vendor inquires, reconciles vendor statements, researches, and corrects any discrepancies.
20. Sends monthly reports to department heads with provides assistance in reconciling discrepancies
21. Assists with full time/part time status tracking for health care compliance.
22. Maintains balance sheet for T.H. McNeese Ed. Center.
23. Process Bridges to Success payroll for THMEC, enrolls substitute teacher applicants and monitors substitute management system.
24. Performs others tasks as directed by the Director of Schools and Federal Programs Supervisor.

Physical Demands:

1. Stooping and/or kneeling
2. Sitting for long periods of time
3. Reaching
4. Talking
5. Hearing
6. Seeing

Temperament (personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure.
2. Adaptability to dealing with people beyond giving and receiving instruction.
3. Adaptability to dealing with people.
4. Ability to prioritize tasks according to urgency and importance.

Capacity & Ability Requirements

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information presented in the form of reports, spreadsheets, or tables

Working Environment

1. Office Environment
2. Indoors under climate controlled conditions
3. Moderate to high stress environment

General Requirements

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They

are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Terms of
Employment

Twelve month year, classified, nonexempt. Salary established by the Board: Bookkeeper I

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Approved by:

Date:

Employee:

Date: