

Barbour County Schools
JOB DESCRIPTION

Job Title - Accounts Payable/Inventory Specialist

Supervised by/Reports to: Superintendent of Schools
Chief School Finance Officer

FLSA Status: Exempt

Potential Location: Barbour County Central Office, Clayton

Work Days: 12 Months (240 Days)

Salary: Based on Board-Approved Salary Schedule

Job Description:

To provide financial and clerical support to the Finance Department by handling all aspects of accounts payable and inventory as listed in the job responsibilities.

Duties and Responsibilities:

- Ensure efficient and accurate processing of accounts payable on a weekly basis to include receiving invoices, verifying expenditures and budgets with purchase orders, and inputting the data into the accounting software system for payment.
- Research and analyze any unusual invoices of over-budget limitations and notify CSFO of any discrepancies.
- Work with vendors to correct any invoice errors or omissions.
- Reconcile processed work by verifying entries and comparing to balance reports.
- Process the Accounts Payable credit card batch payment on a monthly basis to include collecting all documentation and receipts, verifying expenditure coding and utilizing the accounting software to process the payment.
- Distribute funds to the local schools as directed by the CSFO.
- Maintain accurate records of all accounts payable transactions and assist with documentation for the system's annual audit
- Serve as the alternate point of contact for procurement/purchasing questions.
- Maintain and update the Master Vendor File by inputting all new vendors and updating records as necessary.
- Process all 1099s at year end.
- Order office supplies for the Central Office.

- Maintain an accurate fixed asset inventory by working with principals and department heads on an annual basis to update fixed assets records and dispose of fixed assets as needed.
- Serve as the main point of contact for Govdeals.com when selling fixed assets.
- Maintain an accurate record of supplemental inventory for local schools and Central Office.
- Process disposition of Central Office records on an annual basis.
- Assist the CSFO with the annual audit as necessary.
- Obtain and maintain AASBO certification in Purchasing and Local School Financial Management.
- Attend the Local School Bookkeeper meetings.
- Perform other related duties as assigned by the CSFO.

Qualifications:

- High school education or equivalent
- Experience in accounts payable preferred, preferably in a local school setting
- Knowledge of bookkeeping procedures
- Knowledge of and ability to operate computer and utilize payroll software and spreadsheets
- Ability to communicate professionally in an oral and written manner
- Demonstrates proficiency in oral and written communication skills.
- Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- Ability to identify and solve problems as a productive team member.
- Ability to use technology to communicate, facilitate tasks, manage data, and to produce/submit required reports, correspondence, and/or financial information.
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
- Ability to be punctual and in regular attendance.
- Such alternatives to the above qualifications as the Superintendent may require.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Barbour County Board of Education policy on evaluation of classified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Application Requirements:

- Completed Application on Teach in Alabama website
- Resume (uploaded to application)
- Minimum of three (3) returned references
- Mail in or hand delivered applications and resumes **will not** be considered.

Please Note: *Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. The Barbour County Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Barbour County Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.*