

SARALAND BOARD OF EDUCATION

#S-21-22-46

JOB ADVERTISEMENT

The Saraland Board of Education is accepting applications for the following *classified* position for the 2021-2022 school year.

ACCOUNTS PAYABLE MANAGER

QUALIFICATIONS:

- High school graduate
- Demonstrate competence in the use of business machines, filing, checking, oral and written communication, and numerical skills
- Two years of accounts payable processing experience required, experience within an Alabama school system is preferred
- Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Chief School Financial Officer (CSFO)

PERFORMANCE RESPONSIBILITIES:

- Direct the general operation of the Accounts Payable Department
- Maintain an accounts payable system in accordance with applicable laws, regulations, and Generally Accepted Accounting Principles
- Review and match invoices, purchase orders and check requests for payment, resolving any discrepancies with vendors and purchase orders
- Process and record purchasing card transactions in accordance with Board policies and procedures
- Ensure that vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state and private grants
- Verify the accuracy of input batches
- Maintain accurate vendor files to include Form 1099 information
- Prepare, analyze and process Form 1099s at calendar year end as required by federal laws and regulations
- Assist with year-end closing of open purchase orders and outstanding invoices
- Assist auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit
- Implement Board policy in all areas of Accounts Payable
- Coordinate with the Chief School Financial Officer in verifying the accuracy of all reports required by the State Department of Education and the proper, timely submission of such reports
- Assist in the preparation of the annual departmental budget
- Perform other tasks as assigned by the Superintendent or Chief School Financial Officer

TERMS OF EMPLOYMENT: 12 month (240 Days)

EVALUATION: Performance evaluated in accordance with Board policy

SALARY: District Salary Schedule

ADVERTISEMENT: 8/19/21

DEADLINE TO APPLY: until filled

The Saraland School System is an Equal Opportunity Employer.

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.