



## **Morgan County Schools Job Description**

**Title: Accounting - Accounts Payable Specialist**  
**Immediate Supervisor: Chief School Financial Officer**

### **Minimum Qualifications:**

1. High School diploma or equivalent
2. Associate Degree or three years' experience in bookkeeping
3. Previous experience in accounting systems preferred

### **Skills and Abilities:**

1. Basic computer and other office machine skills
2. Knowledge and experience with spreadsheet, database, and accounting software
3. Very good writing and oral communication skills

### **Essential Functions:**

1. Demonstrates knowledge of Federal, State, and Local restrictions, regulations, guidelines, policies, and procedures related to the area of school finance
2. Possesses an incisive understanding of the Accounting System and its structure
3. System administrator of the district's financial software
4. Records detail of district's financial transactions on computerized accounting system
5. Receives, reviews, and processes all purchase requisitions
6. Receives, processes, and maintains record of all purchase orders
7. Reviews purchase orders for coding accuracy, availability of funds and encumbrance balances
8. Processes all district purchase orders and submits to vendors
9. Maintains and updates vendor list and files
10. Receives and processes all invoices for payment
11. Prepares and submits monthly utilities tax payment
12. Maintains complete records of all accounts payable transactions

*Morgan County Board of Education – Job descriptions*

**Evaluation:**

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

**NOTE:** Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

13. Prepares and distributes financial reports to system's program coordinators
14. Generates and distributes department budget reports
15. Provides technical assistance to local school bookkeepers and Child Nutrition department
16. Maintains finance MCS website
17. Posts financial statements, budgets and accounts payable check register to system's website
18. Provides countywide utility bills for Cenergistics
19. Prepares invoices for outside billing (local schools)
20. Reconcile construction project invoices for payment
21. Processes and run check batches for District and CNP invoices
22. Processes credit applications
23. Processes tax exempt letters
24. Responsible for processing check accountability report
25. Processes checks for state funds
26. Maintains file for State PD and matching funds expenditures
27. Processes travel reimbursement for the District
28. Calculates and processes janitorial supply money to the local schools
29. Assists in preparing and posting necessary journal entries
30. Assists in developing annual budgets to include federal and state applications
31. Assists in monitoring budget to actual analysis
32. Assists in fiscal year end process and reports
33. Cross-trained in payroll and local schools
34. Performs other related duties as assigned by the CSFO

**Physical Requirements:**

1. Is well-groomed and appropriately dressed
2. Regular and punctual in attendance and arriving to position on time
3. Represents the school system, school, and all school personnel in a positive manner at all times

**MORGAN COUNTY SCHOOLS  
AP SPECIALIST/PAYROLL SPECIALIST  
240 Days (12 Days Vacation)  
Effective July 1, 2018**

<b>Level</b>	<b>Years</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Daily Salary</b>
01	0.00	36,693.00	3,057.75	152.89
01	3.00	37,831.00	3,152.58	157.63
01	5.00	39,008.00	3,250.67	162.53
01	10.00	39,575.00	3,297.92	164.90
01	15.00	42,741.00	3,561.75	178.09
01	20.00	44,974.00	3,747.83	187.39
01	25.00	45,092.00	3,757.67	187.88
01	27.00	47,307.00	3,942.25	197.11
01	30.00	49,807.00	4,150.58	207.53