

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ACCOUNTS PAYABLE / SPECIAL PROJECTS SPECIALIST

**SALARY SCHEDULE: SSP-12**

**COST CENTER: FINANCIAL SERVICES (9038)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent. Minimum score of ninety percent (90%) on the Sarasota County School Board bookkeeping test.
- (2) Minimum five (5) years experience in processing purchase orders, invoices, financial procedures, contracts and reports. Knowledge of accounting and ability to organize a workload in a productive manner to meet established deadlines.
- (3) Minimum three (3) years experience in coordinating and filing governmental agency claims.
- (4) Strong oral and written communication skills.
- (5) Ability to deal with routine matters with a minimum of supervision.
- (6) Computer literate with proficiency in:
  - (a) AS400
  - (b) Microsoft Office - including Word, Access, Excel with knowledge in spreadsheets.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge and profound understanding of governmental claims and filings. Ability to prepare and maintain complex records and reports. Exceptional teaching skills and ability to direct personnel in a professional manner. Ability to work independently. Effective oral and written communication skills. Ability to establish and maintain good relationships with employees and the public. Effective organizational and analytical skills.

**REPORTS TO:**

Treasurer, Financial Services Department

**JOB GOAL**

To ensure that all Accounts Payable functions are carried out according to the rules, regulations and guidelines set forth by the State of Florida and the School Board of Sarasota County and to perform special projects and government filings including development, implementation and monitoring.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* ( 1) Oversee and manage daily questions and problems regarding Accounts Payable.
- \* ( 2) Ensure that 1099 tax information is submitted in a timely manner.
- \* ( 3) Ensure that all obligations of the School Board are paid accurately, without duplication.
- \* ( 4) Review payments of the School District to ensure they are being processed in a timely manner as to meet the terms and conditions of the vendor and discount provisions allowed.
- \* ( 5) Assist in audits and analysis of payments of the district.
- \* ( 6) Review statements of vendors for accuracy, timely payments, outstanding credits.
- \* ( 7) Assist with the roll over and proof process of purchase orders and invoices at year end.
- \* ( 8) Work with the Purchasing Department to help maintain a current accurate vendor file.
- \* ( 9) Establish a good working relationship with vendors as to payment schedules and methods that would be beneficial to both the School Board and the vendor.

**ACCOUNTS PAYABLE/SPECIAL PROJECTS SPECIALIST (Continued)**

- \* (10) Work with the Information Services Division to insure that Accounts Payable is taking full advantage of the AS-400 system.
- \* (11) Keep well informed about current trends and best practices in the areas of payables. Work to streamline payment process, via electronic invoicing.
- \* (12) Assist in development and maintenance of an Accounts Payable web-site and newsletter.
- \* (13) Analyze purchasing card payments for accuracy and documentation.
- \* (14) Work with bookkeepers on streamlining payment process, via purchasing card.
- \* (15) Coordinate with Sarasota County and FEMA on governmental filings and claims. Maintain accurate records for audits.
- \* (16) Maintain confidentiality of employee, vendor and department matters.
- \* (17) Maintain positive relationships with coworkers, school personnel, vendors and administrators.
- \* (18) Demonstrate punctuality and good attendance.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Model and maintain high ethical standards.
- \* (21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (22) Demonstrate support of the School District and its goals and priorities.
- \* (23) Complete records and reports efficiently and effectively.
- (24) Assist in the Finance Department with other functions and projects as assigned by the Treasurer.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No.: 05**

\*Essential Performance Requirements