ACCOUNTS PAYABLE CLERK & RECEPTIONIST

QUALIFICATIONS:

I. Education/Certification: Associate degree in business or accounting or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

   I. Experience in computerized accounting systems.

   II. Ability to work independently with a high degree of accuracy and organization.

   III. Must be team oriented with excellent interpersonal and communication skills.

   IV. Must be willing to participate in ongoing in-service training as requested.

   V. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

School Department Business Manager/Town Finance Director

JOB GOAL:

To assist in the administration of the school and town's business affairs so as to provide the maximum services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

I. Prepares for payment all invoices and check requests, verifying that funds are available by tracking account balances.

II. Accepts and processes money for deposits.

III. Processes purchase orders following designated procedures.

IV. Schedules invoices for payment following designated procedures.

V. Enters detail information in computerized accounting system to generate warrant.

VI. Processes accounts payable checks and accompanying reports for Town Council and School Board approval.

VII. Maintains files on all vendors and resolves billing issues with vendors.

VIII. Prepares necessary reports and other spreadsheets as requested.

IX. Processes work permits for students.

X. Processes course pre-approvals, reimbursements and educational loans for all school staff.

XI. Processes year-end 1099's for qualifying vendors.

XII. Maintains W-9 files for all vendors.

XIII. Assists and maintains credit card purchases and files.

XIV. Keeps Maine Tax Exempt form, and files and completes them as needed.

XV. Is first response in answering the telephone.

XVI. Greets public and directs to appropriate area.

XVII. Sorts daily mail delivery.

XVIII. Orders office supplies for Business Office.

XIX. Performs other duties as assigned by the School Department Business Manager, Superintendent/Town Finance Director.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing Physical Demands: sitting, standing, climbing stairs, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment Environmental Conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

I. 8 hours per day/260 days per year

II. Compensation in accordance with recommendations established by the Superintendent of Schools and Business Manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Business Manager will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

June 11, 2019

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