

**Job Title:** Accounts Payable Specialist  
**Supervisor:** Administrator for Business Services  
**Employment Terms:** 12 Months  
**Salary Range:** \$24.51 - \$36.54

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Maintain and process accounts payables for reporting budget expense reports. Provide support to the Business Office. Assist with ensuring compliance with regulations set forth by the Uniform Systems of Financial Records (USFR) as it relates to the financial accounting operations.
- Process day-to-day operations of accounts payable. Includes:
  - Verifying invoices for proper payment.
  - Match invoice with the appropriate purchase orders. Identify line item if applicable.
  - Input invoices into the financial systems.
  - Reconcile before posting.
  - Post the voucher to county.
  - Receiving checks, and process for payment.
- Collect packing slips to compare with invoices. Includes:
  - Ensure all packing slips are signed off verifying receipt of items.
  - Matching packing slips with invoices.
- Communicates with school personnel and vendors regarding correct payments and or credits.
- Research and resolve discrepancies with vendors to avoid over/under payment and late fees.
- Work with purchasing to verify purchase orders are in place and adequate budget is available.
- Verify with budget analyst on budget capacity for all funds when necessary.
- Prepares expense voucher at least weekly.
- Prepares the governing board voucher report.
- Ensures checks are sent to vendors in a timely manner, and ensure late fees are not assessed.
- Compiles invoices and other account documents for closing budget year and in preparation of the audit.
- Exercise judgement in dealing with confidential information
- Other job-related duties as assigned. May consist of assisting with other department personnel.

- Assisting with fixed assets and inventory.
- Compiling expense reports for budget/expense tracking.
- Perform and verify travel reimbursements for employees.
- Reconcile bank accounts, i.e., credit card payments.
- Create simple correspondence via letters and emails for intergovernmental agreements (IGAs) and memorandums of understanding (MOUs).
- Process student incident reports as needed.

**Knowledge and Skills:**

- Must be organized, detail oriented, and likes working with numbers.
- Knowledge of accounts payables principles, practices, regulations and procedures, preferably in the education environment.
- Skill in reading, interpreting, understanding and applying relevant Federal, state, and district rules, regulations, and policies and procedures as it relates to education.
- Skill in evaluating and analyzing technical accounts payables activities.
- Skill in preparing detailed reports and performing detailed computations.
- Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL. Ability to perform simple calculations, filters, pivot tables, and IF statements helpful.
- Experience/knowledge of accounting procedures and accounting software processing, preferably Tyler Technologies (Visions).
- Demonstrate good communication with the ability to work effectively in team/collaborative settings.
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district.

**Qualifications:**

- One year with accounts payables experience preferred. Experience in a school district office or education environment helpful.
- Appropriate education and advance training that relates to this type of work.
- Working knowledge of Microsoft Office.
- Understanding of accounting procedures.
- 10-key calculator by touch is helpful.

**Other Requirements:**

- Must possess a current Arizona Driver's License.
- Must be able to pass a fingerprint and background checks.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:**

**Start Date:**

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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