

****Vacancy Announcement****
Accounts Payable Specialist II
2021-2022 School Year

Essential Functions:

- Resolve variances on invoices arising from shipping errors, backorders, canceled items, price variations, etc.
- Prepare monthly check register for the Board of Education
- Answer telephone inquiries regarding accounts payable in a tactful and businesslike manner at all times and refer difficult or sensitive matters promptly to the Director of Business Services
- Knowledge of standard business practices, methods, and procedures
- Prepare and maintain data in the district's financial software
- Apply concepts such as fraction, percentage, ratios, and proportions to the practical situation consistent with the duties of this position
- Operate with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction
- Learn and utilize new software programs as systems are upgraded
- Perform the duties of the Accounts, Payable Specialist, in full compliance with all district requirements and Board policies and regulations.
- Verifies "three-way match" of purchase orders, invoices, and receipt of goods
- Audit invoices and travel reimbursements for completeness and accuracy
- Facilitates the timely payment of all outstanding purchases orders and invoices
- Prints accounts payable checks and post to the general ledger utilizing the district financial software, SISFin
- Demonstrates initiative and independent judgment in establishing professional office routines
- Organizes and maintains appropriate filing systems for all paid vouchers, copies of payment check, and check registers
- Prioritizes tasks, works effectively under stress, meets deadlines, takes direction, and works independently with minimal supervision
- Strong attention to detail
- Motivated, self-starter that can also work in a team
- High sense of urgency and ability to work with minimal direct supervision
- Ability to manage multiple projects simultaneously, set priorities, identify, and address problems, meet deadlines
- Performs other duties as assigned

Qualifications:

- Bachelor's Degree or equivalent preferred
- Proficient in MS Office, particularly Excel, Outlook and Word

Application Deadline: April 30, 2021

Apply online at www.webster.k12.mo.us (Employment Opportunities)