

Hobbs Municipal Schools Job Description

Position: Accounts Payable

Supervisor: Director of Finance

General Job Description: Accounts Payable will be responsible for prompt, complete and accurate payment to vendors utilized by the district to ensure efficient operations of business affairs.

Qualifications:

1. High School Diploma or G.E.D.
2. Must be able to operate a 10-key calculator by touch.
3. Ability to operate other office machinery, such as a fax machine and scanner/copier.
4. Three to four years of experience in bookkeeping, especially accounts payable
5. Knowledge of Microsoft Office, in particular, Word and Excel a plus.
6. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Ability to coordinate with other departments.
11. Ability to meet deadlines and due dates.
12. File invoices, vendor statements and purchase orders.
13. Obtain approval from appropriate department prior to payment of invoices.
14. Ensures three-way match of purchase order, invoice and receiving documents (when applicable) prior to entering an invoice for payment.
15. Ensure payment is coded to correct general ledger account and related cash account.
16. Scan related documentation and attach to invoice in electronic format.
17. Process payments related to payroll deductions/benefits.
18. Reconcile vendor statements regularly to district accounting system.
19. Review and follow up on open purchase orders.
20. Research and provide answers to internal and external inquiries related to accounts payable.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology.

Terms of Employment:

Salary and work year to be established by Board.