

Job Description

Job Title:	Accounts Payable
Employment Location:	Circle of Nations Administration Building 832 North 8 th Street Wahpeton, ND 58075
Department:	Administration
Immediate Supervisor:	Business Manager
Pay Status:	Exempt
Calendar Classification:	12- Month Full-Time
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Minimum A.A./A.S degree in business administration, secretarial science or related degree. Five (5) years experience in a business office may be used to replace degree requirements. Must possess a valid driver's license. Prefer experience using Microsoft Great Plains.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Duties and Responsibilities

- Reviews requisitions for accuracy and correct signatures.
- Reviews invoices received for accuracy.
- Examines records of amounts due and makes sure invoices are paid according to terms and discounts taken.
- Enter accounts payable checks/vouchers.
- Run accounts payable checks.
- Review general ledger for correctness.
- Assist with payment to payroll vendors in regard to payroll deductions.
- Assist as needed with W-2 preparation.
- Contact with department regarding requisitions/purchase order status.
- Contact with vendors regarding invoice questions/discrepancies/payment status of invoices.
- Travel reconciliation.

