



Dallas Center-Grimes Community School District

Job Description

Prepared/Revised Date: July 2023

Job Title Accounts Payable Technician II
Job Family: School Based Support
Pay Program: Classified
Work Year: 12 months

SUMMARY: Responsible for providing confidential administrative support to the Business Manager in the district's central administrative department. Performs secretarial duties, coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems. Assists in the administration of the District's financial obligations related to accounts payable, including maintaining file records, verifying invoices, preparing purchase orders for payment, processing checks, and communicating with vendors to resolve billing disputes. Develops and promotes good community relations among various community, department and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Input of data into the district financial system	Daily
2. Maintain and file all vendor invoices and vouchers	Daily
3. Interacts with outside creditor representatives, in-district personnel to resolve problems and maintain ongoing business relations.	Daily
4. Assist with monitoring and maintaining department records and files including, but not limited to: maintaining and filing vendor invoices and vouchers, working with and maintaining confidential personnel files. Input of data into the district financial system.	Daily
5. Perform accounting functions within associated funds including creating, maintaining and reconciling accounts associated with the general fund. Monitor and update the basis for billings and cost allocation for general fund and schoolhouse fund. Pay monthly utilities, fuel bills, flex payments, and employee benefit payments are paid on time.	Daily
6. Prepare all monthly bills incurred into a billing publication for the local newspaper after monthly board meetings.	Monthly
7. Order materials and supplies for schools, research availability, track orders, enter receipt of orders in the financial system. Manage procurement card transactions by reviewing and editing online transactions, collecting related receipts. Open, review and distribute mail in the central district office.	Daily
8. Assist with analyzing, researching and problem-solving vendor statements, obtaining information from purchase orders, invoices, and credit memos.	Daily
9. Verify accounts charged and expedite request for expense reimbursements. Process mileage reimbursement requests.	Daily
10. Review and analyze regularly scheduled reports. GAAP all bills incurred in June.	Ongoing
11. Process checks weekly by verifying check/ACH information matches invoice information, date stamping and mailing to vendor	Weekly
12. Perform accounting functions within associated funds including creating, maintaining and reconciling accounts associated with food service program and related entities such as PTO and FOFA. Monitor and update the cash receipts balance of bank statements for activity fund and nutrition fund.	Daily
13. Perform accounting functions within associated funds including creating, maintaining and reconciling accounts associated with the general fund. Monitor and update the basis for billings and cost allocation for general fund and schoolhouse fund.	Daily
14. Review and submit nutrition claims for the school nutrition program. Submit hot meal application annually. Maintain hours required by the state for nutrition program.	Ongoing
15. Prepare packets for worker's comp and report all documentation for work related injuries to insurance. Keep OSHA records for auditing purposes.	Ongoing
15. Perform other job related duties as assigned, including, but not limited to: gathering information for open records requests and the annual audit.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one (1) year of experience in data entry and/or accounts payable
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Data entry and keyboarding skills.
- Demonstrated verbal and written communication skills.
- Interpersonal relation skills.
- Customer service and public relation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title
Reports to:	Business Manager

	Position Title
Direct Reports:	This position has no supervisory responsibilities.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands & arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X

Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

Work Environment:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Noise Level:	Exposure Level
Very quiet	
Quiet	X