

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**5.03**

**Job Title:** **Fiscal Services - Accounts Payable Supervisor**

**Qualifications:**

**Credentials:** **None**

**Education:** High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

**Training or Experience Required:**

3 years of accounts payable and computer experience using databases, and spreadsheets. Must be familiar with school accounting/computer system. Minimum of 1 year working in a school system is preferred.

**Special Skills, Knowledge, Abilities:**

**Communication Skills (oral, written, or business):** Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

**Data Recording/Record Keeping:** Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

**Mathematical Skills:** Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

**Reading and Interpreting:** Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

**Business Machines (like computers, copiers, etc.):** Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers (OCAS), ten key bookkeeping machines. Some knowledge of word processing/spreadsheets is helpful.

**Office Filing and Retrieving:** Responsible for establishing and/or maintaining an existing filing system.

**Typing Skills:** Typing/Word Processing at 50 WPM required.

**Site:** **Administrative Service Center**

**Reports To:** **Superintendent or Designee**

## **Fiscal Services - Accounts Payable Supervisor (2 of 3)**

**Job Goal (Purpose of Position):** Performs skilled level clerical duties under general supervision to oversee the procedures for accounts payable function for the district. Must be able to run necessary reports for Business Manager and Board. An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures. On occasion will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

**Contact with Others:** An incumbent in this position has regular contact with other school districts and the public. Gathers and/or handles routine, simple information and responds to routine questions.

### **Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

### **Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Establishes procedure for and assists in encumbering all accounts payable.
2. Supervises the compilation or assists in compiling and typing reports such as monthly, quarterly and annual reports related to accounts payable.
3. Assists with preparation of certain budgetary items.
4. Supervises preparation of change orders for data processing to keep budget information up-to-date.
5. Prepares accounting of expenditures for Board approval.
6. Maintains a complete and systematic set of records of all financial transaction of the district.
7. Maintains knowledge of and follow district policy regarding accounts payable, purchase orders/requisitions, OCAS, and other budgetary requirements.
8. Oversees information inputted into OCAS concerning accounts payables and corrects/trains financial secretaries or others using system that need technical assistance. Works with Secretary to Business manager on any updates/training concerning OCAS manual and system.

**Fiscal Services - Accounts Payable Supervisor (3 of 3)**

9. Assists in other office duties as assigned by the Business Manager.

**Supervision exercised:** An incumbent may indirectly supervise.

**Physical/Mental Requirements and Working Conditions:**

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category F

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.