



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

NON-CERTIFIED POSTING

DATE: September 1, 2017

POSITION: BUSINESS OFFICE – ACCOUNTS PAYABLE SPECIALIST

256 day position (full-year)
Office Support Personnel – Group G

COMPENSATION: Per the Office Support Personnel Agreement –
Negotiable, commensurate with skills and experience.
Probable starting range of \$18 - \$21 / hour

EXPECTED START DATE: Immediately upon hire and notice

MINIMUM QUALIFICATIONS:

- Minimum Associate's degree in Accounting or related discipline, Bachelor's degree is preferred. Equivalent skills and/or experience in an education environment will be considered
- Proficient in spreadsheet software (Microsoft Excel) and word processing software (Microsoft Word), and have basic skills in using e-mail (Google Mail)
- Effective communication skills and decision making ability
- Self-motivated and directed; ability to meet deadlines
- Strong organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making
- Maintain confidentiality
- Knowledge of local, state and federal guidelines, auditing and reporting methods
- Ability to summarize financial and/or numerical data and prepare various reports including accounting and purchase orders with mathematical accuracy
- Effective analytical and problem solving skills
- Ability to develop effective working relationships with District personnel, vendors and outside officials and agencies

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher
- Knowledge of SMART financial management software and CEO Imaging scanning software is preferred.
- Prior experience within the public education sector
- Prior experience with budgets and accounting principles
- Prior experience with computer-based accounting systems or financial applications

REPORTS TO: District Controller

RESPONSIBILITIES:

General Responsibilities: The ability to work in a collaborative team environment, focused on customer service and satisfaction, is essential to the employee's successful job performance. The ability to perform duties with awareness of all District requirements and Board policies is essential.

Essential Duties and Responsibilities:

The responsibilities reflected below are not inclusive and may change to meet the emerging needs of the Business Office and the District.

1. Responsible for Accounts Payable functions
 - a. Initiate and maintain an accurate, systematic method of recording financial transactions from District personnel and vendors
 - b. Work with the Controller to identify and modify system procedures to improve productivity
 - c. Review, verify and process authorized purchase orders, invoices, expense reports, and Check Requests. Prepare and distribute checks for payment
 - d. Maintain a regular accounts payable weekly cycle of invoice verification, payment preparation and documentation filing
 - e. Prepare, record and document journal entries
 - f. Research issues, respond to questions, and provide assistance to staff regarding purchase orders and vendor transactions
2. Maintain vendor files including, but not limited to: contact information, policy or account numbers, and general process procedures
 - a. Respond to vendor inquiries regarding payments
 - b. Reconcile monthly vendor statements to actual payments, and follow up on outstanding items
 - c. Maintain an accurate, organized filing system of paid and unpaid invoices and purchase orders
 - d. Maintain vendor files and ensure that all necessary W-9 forms are current and on file
 - e. Maintain record retention system for federal and state auditing purposes
3. Maintain Fixed Asset database
 - a. Record fixed asset acquisitions and dispositions in the financial management system
 - b. Run depreciation for all fixed assets
 - c. Conduct periodic reviews of fixed assets to determine dispositions
 - d. Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries
4. Additional responsibilities
 - a. Prepare annual 1099 and related schedules for IRS reporting
 - b. Prepare information in response to requests for payment histories
 - c. Assist in the compilation of information for the annual audit
 - d. In conjunction with the Controller, incorporate and integrate technology upgrades and alternate pay arrangements to maximize efficiencies
 - e. Cross-train with other positions in the Business Office
 - f. Other duties as deemed appropriate by the Controller or Assistant Superintendent of Finance & Operations
 - g. Maintain consistent attendance

METHOD OF APPLICATION:

Interested applicants should apply online through Applitrack via the District website. Please upload a letter of intent and resume, any letters of recommendations, and complete the District application. Attention to:

Northville Public School District
Mr. Dave Rodgers, Asst. Superintendent of Human Resources
501 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Until Filled

Posting Authorized: 9-1-17 by Dave Rodgers, Asst. Superintendent of Human Resources

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.