

**RIPON AREA SCHOOL DISTRICT  
Job Description**

Department: Office of the Superintendent

Job Title: Accounts Payable Purchasing Specialist

Qualifications: Accounting Associate Degree required or equivalent experience. 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.

Experience: One to two years of high-volume, Accounts Payable experience. Experience in purchasing and accounting preferred. Experience with the Alio Accounting System preferred.

Other Requirements: Fast and accurate keyboard entry and 10 key calculator skills, Excellent organizational skills, Knowledge of and experience with a variety of computer software applications in word processing, spreadsheets and ALIO. Detail orientated with high level of accuracy.

Ability to handle multiple tasks in a fast pace environment, ability to maintain confidentiality of all functions, ability to follow up on pending issues, ability to work well with others, ability to establish priorities and meet deadlines, ability to work with minimal direction; self-starter, ability to be productive and efficient, knowledge of accounting systems (i.e. ALIO), ability to communicate with persons at all levels in the school community, strong sense of personal and professional ethics, attend work on a consistent basis; punctual, strong customer service focus, ability and willingness to learn new skills, take on new tasks and adapt to change.

Reports to: Business Manager directly, Superintendent of Schools indirectly

Job Goals: Coordinates the processing of purchase orders and accounts payable, processes lunch payments, verifies high school activity account monies, and related bank deposits in alignment with the overall mission and vision of the district.

**Essential Job Functions/Responsibilities:**

1. Strive to enhance cooperation between school building offices, employees and the Administrative Office.
2. Code such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.

3. Handle all vendor correspondence via phone or email.
4. Investigate and resolve problems associated with processing of invoices and purchase orders.
5. Prepare batch check runs, and ACH transactions.
6. Assist with monthly status reports and monthly closings.
7. Voucher report to Business Manager and Executive Secretary monthly (two weeks prior to board meeting).
8. Process remittance information from checks for invoices provided by vendors. Review instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures.
9. Process credit card transactions, ensuring compliance with documentation requirements and expense policies. Reconcile the monthly statement with bookkeeper.
10. File, maintain, and distribute accounting documents, records and reports.
11. Provide administrative assistance to the Business Services department.
12. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
13. Remain free of any alcohol or illegal substance in the workplace throughout employment in the District.
14. Reconcile high school student activity accounts and receipts weekly. When working at the high school, serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Responsible for helping to instill in students the belief in and practice of ethical principles and democratic values.
15. Perform other duties as assigned.
16. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
17. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: 12 month, full-time position.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PHYSICAL DEMAND ADDENDUM**

Accounts Payable Purchasing Specialist

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy settings. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladders to reach heights that are ceiling high and use standard file cabinets in order to maintain records.

Work Environment:

Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in an air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date