



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Accounts Payable Specialist	Location:	Business Office
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent and four years of Accounts Payable experience; or Associates degree and two years of Accounts Payable experience; or an equivalent combination of education and experience sufficient to successfully perform the
- essential duties of the job in Accounts Payable.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- To serve as a specialized class with functional knowledge in Accounts Payable. Responsible for preparing and maintaining all accounts payable files and records. Responsible for making payments owed by the district to suppliers and other creditors, paying vendor invoices or bills, and recording the district's short-term debts all while maintaining Arizona and federal regulations.

Qualifications

- Ability to relate well with staff, public, and vendors.
- Demonstrates computer skills/programs including word-processing, spreadsheets, database management, and different finance software systems.
- Knowledge of effective office management practices and record management techniques
- Must be extremely detailed oriented.
- Possesses skills in accounting and accounts payable procedures.
- Ability to communicate effectively, orally, and in writing.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations with staff and public.

Responsibilities and Requirements

- Verifies receipt of materials or services and matches invoices, shipping receipts or other documentation necessary to process payment and distribute checks according to established procedures.
- Verifies vendor statements and handles all correspondence involving accounts payable.
- Responsible for resolution of complaints between vendor and customer
- Maintains all accounts payable files, records, and historical accounts payable transactions.
- Prepares monthly and year-end close outs, records/advice of encumbrance and submits monthly board report agenda item.
- Systematically verifies and audits accounts for completeness and accuracy according to established controls.
- Participates in training and instruction as directed.
- Maintains an orderly filing system in preparation for annual audit.
- Prepares all necessary reports and assists the district's auditors, providing information as requested.
- Maintains current practices and knowledge of USFR account codes to pay invoices out of appropriate funds.
- Performs other duties as assigned.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.