WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630
Phone (540) 635-2171

Accounts Payable Specialist
Position Description

LOCATION: School Board Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 36

CONTRACT TYPE: 250 Day – 12-month employee

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Finance

GENERAL DEFINITION AND CONDITIONS OF WORK
Performs specialized financial and administrative work responsible for the division-wide accounts payable and procurement functions. The Accounts Payable Specialist manages the processing, review, and payment of division obligations; supports purchasing and procurement activities; maintains required financial and vendor documentation; and ensures transactions are processed accurately, timely, and in accordance with applicable laws, regulations, School Board policies, and division procedures. The position serves as a primary resource to schools and departments regarding accounts payable and procurement processes and collaborates with the School Financial Analyst and Director of Finance in developing, documenting, implementing, and sustaining standard operating procedures and internal controls related to assigned functions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS
The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Manages the division's accounts payable processes, ensuring invoices and other payment obligations are reviewed, processed, documented, and paid accurately and timely.
- Reviews invoices, purchase orders, receiving documentation, account coding, approvals, and supporting records for accuracy, completeness, appropriate authorization, and compliance prior to payment.
- Processes payments and maintains accurate accounts payable records within the division's financial system.
- Manages vendor records and documentation, including establishing and maintaining vendor information and obtaining required supporting documentation.
- Researches and resolves invoice discrepancies, duplicate payments, outstanding obligations, vendor inquiries, and other accounts payable issues in collaboration with schools, departments, vendors, and Finance Department staff.
- Coordinates division procurement processes and provides guidance to schools and

departments regarding purchasing requirements, procedures, documentation, and applicable approval processes.

- Supports and maintains the division's use of the Commonwealth of Virginia's eVA procurement system and assists staff with applicable eVA processes and requirements.
- Reviews procurement transactions and supporting documentation for compliance with applicable federal and state requirements, School Board policies, division procedures, and established purchasing requirements.
- Assists schools and departments with procurement methods, required documentation, purchasing workflows, and resolution of procurement-related issues within the scope of assigned responsibilities.
- Maintains organized and accurate procurement, accounts payable, vendor, and payment records in accordance with applicable record retention requirements.
- Collaborates with the School Financial Analyst and Director of Finance to develop, document, implement, review, and sustain standard operating procedures and internal controls for accounts payable and procurement functions.
- Identifies opportunities to improve the efficiency, consistency, documentation, and internal controls of accounts payable and procurement processes and communicates recommendations to the Director of Finance.
- Provides training, guidance, and ongoing support to school and department staff regarding accounts payable, procurement procedures, financial systems, and related documentation requirements.
- Assists with reconciliations, fiscal year-end accounts payable activities, outstanding purchase orders, accruals, and other closing procedures associated with assigned functions.
- Provides documentation and assistance for internal and external audits, financial reviews, and compliance activities related to accounts payable and procurement.
- Maintains confidentiality and safeguards financial, vendor, employee, and other sensitive information.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of accounts payable practices, purchasing processes, recordkeeping, and basic accounting principles. Working knowledge of public-sector procurement practices and applicable purchasing requirements, including familiarity with the Commonwealth of Virginia's eVA procurement system. Ability to review invoices, purchase orders, financial records, and supporting documentation for accuracy, authorization, completeness, and compliance; reconcile accounts and resolve discrepancies; and maintain accurate financial and vendor records. Ability to interpret and consistently apply financial and procurement policies, procedures, and internal controls. Proficiency in financial information systems, spreadsheets, Microsoft Office, Google Workspace, and other division software applications. Ability to assist with developing and maintaining clear standard operating procedures, provide effective training and guidance to staff, communicate professionally with vendors and division personnel, maintain confidentiality, manage multiple deadlines, and perform detailed work with a high degree of accuracy.

EDUCATION AND EXPERIENCE

Associate degree in Accounting, Finance, Business Administration, or a related field preferred.

Experience in accounts payable, purchasing, procurement, accounting, bookkeeping, or a related financial function is required. Experience in governmental, school division, or public-sector finance and experience with eVA or other electronic procurement systems are preferred. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

SPECIAL REQUIREMENTS
The position requires the ability to accurately process and maintain financial transactions and records in accordance with established internal controls, School Board policies, division procedures, and applicable federal, state, and local requirements. The employee must demonstrate strong attention to detail, organizational and problem-solving skills, sound judgment, and the ability to independently manage recurring accounts payable and procurement responsibilities while meeting established deadlines.

The employee must maintain a high level of integrity, professionalism, and confidentiality when handling financial, vendor, employee, and other sensitive information. Strong communication and customer-service skills are required to provide guidance and support to school and department staff and to communicate effectively with vendors and other external parties. The employee must work collaboratively with the Director of Finance, School Financial Analyst, school bookkeepers, administrators, and other division staff to promote consistent, efficient, and compliant financial practices.

May be required to travel between schools, offices, and other division-related locations in the performance of assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements.

PHYSICAL DEMANDS/REQUIREMENTS
This is primarily sedentary work requiring frequent use of computers and other standard office equipment. The employee is regularly required to sit, communicate verbally, and perform repetitive hand and finger movements and may occasionally be required to stand, walk, stoop, kneel, crouch, reach, pull, and lift or carry materials weighing up to approximately 20 pounds. Hearing and speaking abilities sufficient to communicate effectively in person, by telephone, and through virtual platforms are required. Visual acuity sufficient to review invoices, purchase orders, financial records, spreadsheets, computer screens, and other written documentation and to determine the accuracy and completeness of work is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EVALUATION
Performance will be evaluated by the Director of Finance in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by *law. WCPS is committed to providing a work environment free from discrimination and harassment.*