



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Accounting Payable Specialist	Location:	Business Office
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 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

Under direction, the Accounting Specialist is to serve as a specialized class with functional knowledge in Accounts Payable functions.

Qualifications

- Ability to make accurate arithmetic calculations
- Ability to maintain moderately complex and automated accounting records in an orderly and accurate manner
- Ability to deal with vendors and clients in an efficient and professional manner
- Ability to generate special computerized reports and schedules with minimum direction
- Computer skills/programs including word-processing, spreadsheets, and database management tools, and accounting/bookkeeping software
- Knowledge of effective office management practices and general office procedures
- High degree of confidentiality and diplomacy
- Use of judgement that is in the best interest of the District, staff, and department
- Ability to organize routines and have a good sense of timing
- Effective work skills - conscientious, persistent, resourceful, productive and active
- 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

- Enters data and maintains accounts payable files and records
- Verifies receipt of materials or services and matches invoices, shippers or other documentation necessary to process payment and distribute checks according to established procedures
- Prepares all necessary reports
- Verifies vendor statements and handle all correspondence involving accounts payable
- Assists in resolution of complaints between vendor and customer
- Maintains historical records for all accounts payable transactions
- Assists with monthly and year-end close out procedures and records/advice of encumbrance
- Systematically verifies and audits accounts for completeness and accuracy according to established controls
- Participates in training and instruction as directed
- Operates an orderly filing system in preparation for annual audit
- Assists the District's auditors, providing information as requested
- Pays bond invoices
- Acquires knowledge of accounting codes in order to pay invoices out of appropriate fund
- Prepares monthly Board Meeting agenda reports
- 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.

Other Information:

- Must be able to pass a fingerprint clearance and background check

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.