

Lakeland Joint School District #272

15506 N. Washington St.

Rathdrum, ID 83858

208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Agenda Item Request

AGENDA ITEM: Accounts Payable Specialist Job Description

PURPOSE: Approve/Deny Accounts Payable Specialist Job Description

MEETING DATE: November 19, 2025

PREPARED BY: Jessica Grantham, Brook Cunningham

INFORMATIONAL SUMMARY:

With the upcoming retirement of the Accounts Payable Specialist, a review of the job description was conducted prior to recruitment. The existing description, last updated in 2009, no longer reflects the current needs of the department or the scope of the position.

The revised job description aligns the role with current departmental operations and evolving financial requirements. Updates emphasize analytical and auditing responsibilities, enhanced technology proficiency, and strengthened collaboration with schools, departments, and vendors. These revisions ensure the position accurately represents the level of responsibility and technical expertise required to support the district's financial operations.

FINANCIAL CONSIDERATIONS:

There are no financial impacts associated with the proposed update.

ATTACHMENTS:

Original Job Description

Draft Job Description

JOB DESCRIPTION

TITLE:

Administrative Secretary/Accounts Payable

QUALIFICATIONS:

1. High school diploma
2. Working knowledge of basic office procedures
3. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
4. Bookkeeping experience and/or training
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Superintendent, and/or Superintendent's designee

JOB GOAL:

To assist the clerk and treasurer in secretarial and bookkeeping duties.

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

1. Performs bookkeeping tasks associated with the position
2. Relieves treasurer in her absence (see job description for treasurer)
3. Responsible for daily filing of invoices, packing slips, and purchase orders, responsible for all accounts payable
4. Assists the treasurer in compiling monthly bill list and posts monthly bills into the computer, prints checks and mails
5. Assists the treasurer with posting all checks into check register/journal and balances bank account
6. Assists the treasurer with reconciling monthly bank statements
7. Assists with typing for superintendent, assistant superintendents, and clerk
8. Computes in-lieu-of transportation payments
9. Covers reception desk and telephones during noon hour or any time district receptionist is away from her desk
10. Prepares reports for the State Department of Education as directed
11. Performs such other tasks as may be assigned

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary, hours, and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____
(Employee)

Adopted: December 13, 1982

Revised: May 8, 1989

Revised: August 13, 1990

Revised: August 14, 2000

Revised: January 12, 2009

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Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Accounts Payable Specialist

JOB SUMMARY:

Responsible for processing and maintaining accurate and timely payment of all District obligations. This position ensures compliance with District policies, state and federal regulations, and sound accounting practices. Duties include reviewing and verifying invoices, purchase orders, and supporting documentation; preparing and issuing payments; reconciling vendor accounts; and maintaining financial records. Provides excellent service to schools, departments, and vendors, and supports the Finance Department in maintaining efficient and transparent financial operations.

QUALIFICATIONS:

1. High School Diploma
2. Experience with accounts payable procedures and processes
3. Experience in office procedures, accounting, and other business procedures
4. Proficiency in Word, Excel, Google Docs, databases, and accounting software
5. Demonstrated organizational, communication, and interpersonal skills
6. Effective communication skills
7. Models integrity, authenticity, and transparency

REPORTS TO:

Chief Finance Officer and Accounting Specialist

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Process purchase orders, invoices, and vouchers.
2. Utilize a variety of computer programs/equipment as required for the successful completion of the accounts payable process.
3. Review and audit invoices and other payments to ensure accuracy in coding, appropriate approvals, adequate supporting documentation, and compliance with policies and procedures.
4. Review, verify, and reconcile purchasing card transactions.
5. Print and distribute accounts payable checks.
6. Assist with maintaining appropriate accounting procedures and records.
7. Responds appropriately to both vendor and internal requests.

Initial & Date _____

8. Reconcile vendor statements monthly, researching missing invoices, invoicing errors, and disputed charges.
9. Run ad hoc reports as requested.
10. Validate all vendor changes and ensure W-9 compliance is maintained.
11. Monitor and maintain district asset and inventory records.
12. Prepare documents and copies as needed.
13. Maintain employee and district confidentiality.
14. Perform other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will,” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms outlined in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code, may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code, shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____