

Category: Clerical **Non-Union**
Location: General Fund
Revised/Reviewed: **January 29, 2018** ~~August 9, 2017~~
Adopted:

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Title: Accounts Payable/Receivable ~~Clerk~~ **Supervisor**

Report to: Director of Finance

Length of Contract: 260 Days, 12 Months

Employment Status: Non-Union, Non-Exempt

Qualifications:

1. ~~Minimum requirements of High School diploma or equivalent, associate degree preferred.~~ **Associate degree in business related field.**
2. Minimum of Three (3) years experience recent and relevant experience in accounting, payroll and benefits.
3. High degree of proficiency in office procedures and protocols.
4. Proficient in standard office equipment and word processing/business software applications and efficient use of current office technology.
5. High proficiency in spreadsheet applications.
6. Excellent organizational skills.
7. Good quality written and oral communication skills.
8. Currently or have ability to become certified as Business Office Specialist.
9. Driving may be necessary for this position which would require a valid driver's license.

General Description:

The role of the accounts payable/receivable ~~services~~ **employee supervisor** is to provide quality services to all departments, ~~and~~ work effectively with all constituents of the DIISD and **supervise and evaluate accounts payable/receivable staff in the Business Service Consortium.**

Essential Functions:

1. Able to effectively **give and** take direction, as well as, work independently and as a member of a team.
2. Must have regular and reliable attendance.
3. Able to work and communicate effectively with students, parents, staff, schools and community constituents.
4. Process all accounts payable/receivables per the State Accounting Code.
5. Pay all bills on a timely basis and avoid unwarranted late fees.
6. Verify and receipt incoming transfers.
7. Organize and process all purchasing.
8. Provide backup for AS/400 printing and daily operations.
9. Alternate duties once a year with an accounts payable/receivable clerk of another district within the Business Service Consortium (BSC) to insure a complete backup of jobs.
10. Provide support to the LEA's relating to your **AP/AR** job duties.
11. Maintain orderly payable/receivable files.
12. Maintain confidentiality for employees, the ISD and BSC.
13. Attend workshops pertaining to your job as directed.
14. Create receipts for all cash or checks received.
15. Invoice all vendors for monies.
16. Balance the end of month statements.
17. Request federal and state funds as instructed.
18. Receive packages daily and match with P.O's.
19. Prepare and run a weekly accounts payable check run and an accounts receivable check run as needed.
20. Balance all financial and accounting reports at month's end.
21. Provide a complete backup for the BSC accounts payable/receivable positions.
22. **Supervise and** assist consortium members with AP/AR related issues.
23. **Perform annual evaluations of BSC AP/AR staff.**
24. Work with Directors to assist them with grant requirements and reporting.
25. Assist Director of Finance in Medicaid billing function.
26. **Assist Director of Finance with budget analysis and adoption.**

Other Duties and Responsibilities:

1. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and productive member of society.
2. Adhere to the DIISD Code of Ethics.
3. Ability to carry out other associated duties as assigned by administration.
4. Follow all policies or agreements of the BSC.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluid, and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Dickinson-Iron Intermediate School District By-Laws and Policies, which are available online at the DIISD website at www.diisd.org. These are also housed in the Superintendent and Departmental Offices, during normal business hours.

Signature of Staff Member

Date