

Accounts Payable and Purchasing Specialist and Deputy Clerk of the Board

Reports to: Superintendent and School Board

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Processes accounts payable for the school system's funds including fiscal and federal agencies.
Maintains encumbrances and appropriate audit records.

ESSENTIAL FUNCTIONS:

- Types letters, memos, reports, forms, invoices, proposals, bids and other correspondence for the Superintendent;
- Processes proposals, bids, purchase orders, and requisitions for the central office, maintenance, and transportation; Will process proposals and bids for schools as needed;
- Assists in paperwork and processing/ordering grant paperwork;
- Processes accounts for the central office credit cards and files all reimbursements to correspond with the monthly statements;
- Orders and maintains central office's office supplies;
- Processes purchase requisitions and orders;
- Maintain data base of all purchase orders, requisitions, and invoices to be paid monthly;
- Coordinate with the county office to pay monthly bills;
- Maintain files for purchase orders, requisitions, and other paperwork as needed;
- Responsible for compiling bids for the central office on purchases equal to or exceeding \$500;
- Prepare expenditure list for School Board's approval;
- Assumes responsibility for all correspondence regarding all invoices;
- Checks monthly statements;
- Contacts companies regarding any outstanding invoices;
- Maintains files of schools' telephone bills and invoices for long distance calls;
- Complete credit applications and tax exemption forms as needed;
- Provides daily assistance and direction to central office staff in regard to budget and finance to ensure fiscal responsibility.
- Maintains contact with auditors throughout the school year to ensure accurate school division end-of-year financial reporting and contacts auditors on financial matters on behalf of the schools upon request.
- Assumes responsibility for reconciliation with the Treasurer's Office all Virginia Department of Education electronic deposits of revenues posted to the Cafeteria Fund.
- Assists with various aspects of the school and cafeteria budgets throughout the year (places phone calls to VDOE budget office staff, researches code description data to ensure fiscal accountability, etc.).

JOB DESCRIPTION
Scott County Schools

- Attends regular meetings of the School Board ; takes notes and runs a recorder, accurately records and interprets data from the Board meetings in order to compose accurate accounts of comments, discussions and official actions taken by the Board;
- Assists the Clerk of the Board with his/her duties.
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge of office work;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division programs and policies; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices and procedures, or experience in the clerical/secretarial field.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.