



Title:	Accounts Payable/Purchasing Specialist
Reports to:	Chief Financial Officer
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Associate's Degree is preferred or high school diploma with equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Work experience in accounting is required.
- Applicant must be able to work in a detailed task oriented and confidential atmosphere.

General Statement of Job

Under general supervision, perform moderately complex technical accounting work. This involves the disbursement and accounting of federal, state, local and capital outlay dollars. Employee is responsible for ensuring proper timely payments on vendor accounts, inter-school billings and various contracted services. This position will also perform the task of an administrative assistant to the Chief Financial Officer. Team building participation within Finance and the central office is expected.

Supervises:

- None

Essential Job Functions:

- Process all purchase orders as required through finance, central office, individual schools, transportation and maintenance. Also includes printing and disseminating purchase order copies.
- Process invoices, travel reimbursement vouchers, and contracted services for payment. Also, assign vendor numbers to invoices and batch invoices for processing.
- Attach copies of checks to corresponding purchase order details, and mail checks; files completed accounts payable detail; maintain file of outstanding purchase orders, invoices and receiving documentation.
- Enter and maintain separate files for maintenance and transportation contracted services.
- Responsible for preparing the monthly transportation BUD entry.
- Contacts and confers with vendors and/or school personnel, as necessary, to resolve discrepancies in purchase orders, vendor invoices and associated records.
- Log and record all incoming checks to the finance department. Also, code and copy cash/checks to distribute for deposit.
- Prepare, distribute 1099 forms, and complete the required necessary IRS documentation.
- Prepare monthly sales and use tax reports.

- Process and pay monthly P-Card statements. This position will work in detail with internal auditor to make sure timely accurate payments are accomplished.
- Maintains and updates fixed asset records
- Prepare quarterly purchasing and HUB reports as required by the state of North Carolina.
- Processes and organizes potential escheat problems that may occur.
- Performs other duties and responsibilities as assigned by the Chief Financial Officer.
- Order State cash for technology, general expenditures and payroll
- Order Federal cash for general expenditures and payroll
- Reconcile monthly cash totals, by fund, not to exceed 3% of monthly expenditures