EMPLOYEE NAME: ________________________________

Revised: 01/04; 06/04; 10/12; 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Accounts Payable Specialist</th>
<th>JOB CODE: 474B</th>
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<tbody>
<tr>
<td>DIVISION: Financial Services</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT: Capital Project Accounting &amp; Accounts Payable</td>
<td>WORK DAYS: 238</td>
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<tr>
<td>REPORTS TO: Manager, Capital Project Accounting &amp; Accounts Payable</td>
<td>PAY GRADE: Rank VII (NCT7)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<tr>
<td>PRIMARY FUNCTION: Processes accounts payable for the district.</td>
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REQUIREMENTS:

1. Educational Level: High School diploma or GED
2. Certification/License Required: None
3. Experience: 3 years of Accounts Payable Experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; typing; math aptitude.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Responsible for the coordination of all Accounts Payable functions.
3. Coordinates twice-weekly check runs and distributes to Accounts Payable for processing.
4. Acts as a liaison between Accounts Payable and vendors, schools and other district personnel.
5. Coordinates year-end close procedures and prepares year-end accruals for Accounts Payable items.
6. Prepares and enters manual and void checks
7. Performs other duties as assigned by appropriate administrator.

Signature of Employee ________________________________ Date ____________________

Signature of Supervisor ________________________________ Date ____________________