

# ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

## JOB DESCRIPTION

**POSITION:** Accounts Payable Specialist

**REPORTS TO:** Assistant Director of Finance

**CLASSIFICATION:** Non-Exempt

### **PURPOSE OF POSITION:**

- Responsible for all accounts payables related tasks.
- To conduct reconciliation procedures to ensure accuracy of information.
- To assist the Director of Finance and Assistant Director of Finance with matters pertaining to accounts payable and general accounting, and other duties as directed.

### **RESPONSIBILITIES AND PERFORMANCE STANDARDS:**

Duties include, but are not limited to:

- Collect and process invoices/credit memos.
- Place approved orders via the internet and/or email.
- Serve as backup campus cashier, receiving funds and issuing receipts only in the absence of the Purchasing/Travel Coordinator and Assistant Director of Finance.
- Monitor and investigate open purchase orders and unpaid invoices.
- Verify credit card charges/refunds and monitor school Purchasing Cards.
- Prepare weekly bank deposits.
- Balance agency funds.
- Process returns.
- Maintain purchasing and supplier records.
- Monitor supplier contracts for invoice accuracy and spend limits.
- Prepare state use tax reports and state sales tax reimbursement requests.
- Prepare monthly vehicle use reports.
- Conduct asset inventory annually.
- Assist with annual audits.
- Provide training and guidance to fellow employees with respect to finance systems and functions, including the use of the Workday system.
- Other duties as assigned.

### **POSITION QUALIFICATIONS:**

- A minimum of 2 years of business office experience and/or associate degree in accounting required.
- Bachelor's degree in accounting, business, or related field is preferred.
- Strong knowledge of the use of computers, particularly Microsoft Excel, to include Microsoft and Google products, and the ability to learn new software.
- Organizational and time management skills to coordinate multiple projects, tasks and deadlines on a regular basis.
- Strong interpersonal skills, able to create and maintain professional and cooperative work relationships within and outside of the school.