

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Accounts Payable/Purchasing Specialist

Purpose:

The job of Accounts Payable/Purchasing Specialist was established for the purpose(s) of performing any combination of calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compile and sort documents, such as invoices and checks, substantiating District transactions, Verifies and posts details of District transactions, such as funds received, disbursed, and totals accounts. Computes, records charges, refunds, calculate the cost of lost or damaged goods, freight charges rentals and similar items. Provide live checks for authorized and approved expenses, account statements, various reports and other records as requested by the Assistant Superintendent for Business.

Developing and updating procurement methods and initiating bidding process; procuring assigned product lines; recommending bid awards; identifying products which will enhance efficiency, effectiveness and safety of district operations; resolving complaints and improving customer services; and providing documentation for audit trail, decision making and meeting required regulations.

Performing a wide variety of financial activities related to the accurate processing for payment of approved invoices/contract payments; recording, updated and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

Assisting in buying actions; coordinating the processing of purchasing documentation; maintaining vendor/source information, inventories, etc.; providing training on specialized purchasing and warehouse applications; and developing standards, descriptions, specifications and bids.

Essential Functions:

- Process all District requisitions for the purpose of generating purchase orders and encumbering departmental budgets.
- Process all district check requests and reimbursements through board accounts. Ensure checks greater than \$500,000 are signed by D214 Treasurer.
- Prepare invoice/check report for monthly board meeting.
- Maintain master vendor files for all payments made by District.
- Open, prepare and forward accounts payable invoices to necessary individuals for payment authorization.
- Process monthly invoices after materials have been checked in and authorized for payment by appropriate personnel.
- Research vendor statements for payments of reported outstanding balances: Contact vendor if copies of invoices are needed.
- Process checks for mailing following approval by Board of Education.
- Process credit applications for new vendors.
- Respond to vendor inquiries re: payment.
- Maintain W-9 file/request.
- Process IRS 1099's and related reports for all required vendor payments.
- Assist with bidding process and contracts for vendor performance/compliance within established limits for the purpose of securing items and/or services within budget and in compliance with established guidelines.
- Maintains purchasing information, files and records (e.g. purchase orders, vendor files, etc) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

- Assists staff and/or vendors (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of providing information, comparing pricing, and facilitating the purchasing process in accordance with established policies and guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.
- Research pricing for comparison purposes as requested.
- Maintain/replenish Central Office supply inventory.
- Carry out other duties as assigned by the Assistant Superintendent for Business.

Other Functions:

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compile data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Participates in training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials and electronic purchasing information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Responds to inquiries from a variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and /or providing guidance among several parties; providing information and/or referral for addressing inquiry.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Trains new staff on purchasing process.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Researches payment history for the purpose of ensuring the accuracy of provider payments.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; time management procedures; concepts of grammar and punctuation; purchasing procedures, practices, methods and terminology; pertinent codes, policies, regulations and /or laws; and price negotiation techniques.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to state purchasing guidelines; maintaining confidentiality; adapting to changing work priorities; meeting deadlines and schedules; setting priorities and working with detailed information/data.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Education and/or Experience:

- Possess courteous and professional telephone manners
- Demonstrate excellent interpersonal and problem-solving skills
- Proficient with relevant computer applications (i.e. email, EXCEL, WORD, etc.)
- Proficient in data entry and management
- Must be willing to work a twelve month contract
- Must be able to maintain confidentiality in all matters
- Must be organized, detail-oriented and accurate
- Possess and demonstrate the ability to establish and maintain cooperative working relationships with those connected in the course of work
- Knowledge of general accounting procedures, specifically those related to accounts payable
- Be able to perform all the assigned responsibilities for the position

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Assistant Superintendent for Business

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%