



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Accounts Payable Specialist

Employee Group: Administrative Assistant

Classification: AA-L4

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Business Services

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Proficiency in oral and written communication skills and excellent customer service
3. Working knowledge of accounting principles, bookkeeping practices, financial software and accounting systems.
4. Advanced computer skills and ability to operate office equipment.
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:

Associate's degree in accounting, business, or related field

Job related experience in schools, public sector or governmental finances

Knowledge of software currently used in the district

Additional training or education related to accounting, Skyward, fund accounting and audit preparation / year-end financial close.

General Responsibilities:

Processes, verifies and manages payments to vendors and other payees while ensuring compliance with district policies and internal controls. Perform duties resulting in accurate and timely financial reporting. Collaborates with team members to accomplish objectives established by the Director. Adapts to the variety of responsibilities.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

ESSENTIAL FUNCTIONS:

1. Audit Financial entries, fundraising events, fee collection systems and transactions in Skyward financial management system for compliance with District policies and internal controls (invoice entry, check requests, requisitions, etc.)
2. Process accounts payable for the district following all business services internal controls and procedures for financial practices.

3. Maintain accurate and organized financial records for all accounts payable transactions and 1099 processing in the district's accounting system.
4. Process entries for cash receipts and electronic deposits from approved online systems. Deliver deposits to the assigned bank accounts and reconcile final deposits.
5. Provide resources for administration and staff on District policies and internal controls.
6. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.
7. Participate in and assist with coordination of professional development opportunities for budgetary administrative assistants. Provide support to all budgetary administrative assistants.
8. Audit preparation, as assigned.
9. Prepare reports for the Director of Business Services and the School Board as needed.
10. Communicate professionally via telephone, email or other electronic systems. Promptly respond to inquiries from internal and external sources to resolve billing discrepancies, answer payment inquiries, resolve issues and maintain updated vendor information (including W-9s).

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Business Services.
- Properly handles confidential matters relating to staff and district financial records.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Written and verbal communication in English; write reports and business correspondence.
- Accurate data entry and numerical processing.
- Read and interpret documents such as local, state or federal reporting forms, financial documents, procedure manuals, and governmental regulations.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and vendors.
- Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables. Problem solving with data requires independent interpretation of guidelines.
- Maintain accuracy and attention to detail under time constraints.
- Ability to maintain good relationships with others. Good human relations skills.

- Ability to use job-related equipment and technology.
- Adapt to changing work priorities with interruptions.
- Ability to work independently

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/22/91

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9/8/97
9/18/00
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