

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ACCOUNTS PAYABLE SPECIALIST

POSITION TITLE: Accounts Payable Specialist

REPORTS TO: Supervisor of Accounting, Auditing and Procurement

LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

Under the direction of the Supervisor of Accounting, performs a variety of complex clerical and accounting tasks, applies accepted policies and/or procedures to the preparation and maintenance of accounting records, and prepares financial and statistical reports. Under minimum supervision, performs accounting procedures and prepares reconciliations related to processing invoices for payment and general accounting functions according to established procedures.

**ESSENTIAL FUNCTIONS:**

- Manages general school system financial activities involving the processing of expenses;
- In coordination with other Accounts Payable Specialist, prioritizes workload to ensure that deadlines are met and payments are made in a timely manner;
- Conducts follow-up calls to receiving departments if vendor invoice is ready for payment but no receipt report is on file;
- Operates the check writing machine to generate payments;
- Responsible for the preparation and distribution of weekly Accounts Payable (A/P) checks and Automated Clearing House (ACH) payments;
- Ensures postage is downloaded and invoice paid for the school system postage machine, assists with ordering supplies for the postage machine;
- Sorts and distributes incoming and outgoing mail as needed;
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner;
- Works with internal (schools and departments) and external (vendors) customer to resolve a variety of accounts payable issues;
- Processes payments for expenses, verifying prices, approvals and account numbers;
- Processes checks to cover payroll and garnishments;
- Process all field trip bus contractor payments with the use of the appropriate software;
- Maintains a wide variety of office records, files and reports in a confidential manner;
- Maintains productive contacts with vendor accounts payable and receivable departments;
- Meets due dates for installment payments; and
- Works with independent auditors as well as federal and state auditors.

**DUTIES AND RESPONSIBILITIES:**

- Weekly preparation of accounts payable checks and ACH files;
- Processes ACH payments through the bank website;
- Processes stop payments through the bank website;
- Process all EFT's for bus contractors;
- Processes timely payments for the school district for all expenses, verifying prices, approvals, and account numbers (bus contractors, utility bills, travel, travel reimbursements, checks to cover payroll garnishments and other reimbursements);

- Performs routine clerical tasks as needed, including typing, data entry, and filing, answering phones, and recording/filing of all documentation;
- Maintain a wide variety of office records, files, and reports in a confidential manner;
- Maintains vendor lists and maintains IRS form 1099 records;
- Responsible for 1099's to be sent to individuals and federal government;
- Date stamps all incoming mail and scans/metros invoices to appropriate departments for payment processing;
- Routes invoices to proper individuals for approval for payment;
- Assists and acts as a backup for the other Accounts Payable Specialist;
- Communicates with vendors for payments, invoices, signatures, etc.;
- Works with all schools, secretaries, and offices to process payments in a timely manner and prior to due dates;
- Voids and replaces checks monthly;
- Handles calls/questions with regards to payment status of travel and tuition reimbursement and payment status on all system payments;
- Communicates with suppliers regarding errors or questions on invoices; and
- Performs other duties as needed.

#### QUALIFICATIONS:

- Graduation from a standard high school or possession of a state high school equivalence certificate, required; Associate's Degree in accounting or business preferred;
- Five years of experience in payment processing, accounting, or bookkeeping required;
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position;
- Ability to produce an accurate work project;
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines;
- Skill and ability to communicate orally and in writing with individuals within and outside the school system;
- Proven ability to work with a minimum of direct supervision and to carry a project to its completion;
- Willingness and capability to work beyond the normal workday;
- Good interpersonal communications skills;
- Demonstrated proficiency in the use of technology, including word processing and spreadsheet applications (Microsoft preferred), and accounting software. (Applicants will establish proficiency through testing administered by SMCPS prior to employment);
- Exercises good judgment in making decisions, including handling telephone calls, composition of letters/memoranda; and
- Light lifting for purposes of filing and related duties.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARYGRADERANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 21.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP