

TITLE: Accounts Payable/Receivable Secretary

REPORTS TO: Superintendent of Schools and School Business Administrator

TERMS: 12 months

QUALIFICATIONS:

Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, General Math Skills, Knowledge of Microsoft Office and Systems 3000.

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Prepare bills and invoices.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.
- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bills receivable and invoices.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records filing documents.

- **Protects organization's value by keeping information confidential.**
- **Updates job knowledge by participating in educational opportunities.**
- **Perform other duties as directed by the Superintendent of School and Business Administrator.**