

**POSTING**

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**MEMORANDUM**

**TO:** All Non-Certificated Personnel  
**FROM:** Matt Cygnor  
**DATE:** November 9, 2021  
**POSITION:** Accounts Payable Manager

**Reports to:** Treasurer

**Educational Training:** Must be a high school graduate.

**Experience:** Minimum of two (2) years successful experience in bookkeeping, accounting, or a related business area.

**Job Characteristics:** Twelve (12)-month position; two (2) weeks vacation, initially; hours: 8:00 a.m. – 4:30 p.m. with a thirty (30)-minute lunch; assignment: Treasurer's Office.

**Duties:**

1. Process requisitions and purchase orders.
2. Process invoices for payment and follow up on open POs to ensure prompt payment.
3. Preparation of financial reports as required by Treasurer.
4. Assist with filing and other clerical work in the Treasurer's office.
5. Operation of computer terminal relative to accounts payable.
6. Maintain W-9 forms.
7. Maintain office supply inventory.
8. Processing and printing of F-1099 tax forms.
9. Maintain vendor database.
10. Training and collaboration with administrators and assistants on purchasing cycle and processes.
11. Perform other related duties as assigned by the Treasurer.

**Salary Range:**

Non-Degree - \$37,895.00 - \$56,153.00

Degree - \$56,802.00 - \$75,060.00