

## **Accounts Payable/Receivable**

### **QUALIFICATIONS:**

1. Minimum of a high school diploma with experience in fiscal operations, Associate degree in accounting /business preferred
2. Minimum of two years of experience with Accounts Payable (eFinance/State Software preferred)
3. Demonstrated knowledge in the use of a variety of computer applications, office machines and general clerical technology. Advanced Excel preferred.
4. Ability to maintain confidentiality
5. Work with money and figures accurately and honestly
6. Punctuality, promptness, accuracy and thoroughness
7. Self motivated and shows initiative

### **REPORTS TO AND IS EVALUATED BY:** Treasurer

### **LENGTH OF**

**CONTRACT:** Part time starting April 2024 for overlap of training,  
Full Time (12-month contract) to start July 1, 2024, 8 hours per day; 260 day contract.

**SALARY:** Commensurate with experience on the Adopted Administrative Salary Schedule

### **Responsibilities:**

- Responsible for full accounts payable processing: matches invoices to purchase orders, prepares for payment
- Enter all invoices, print checks and prepare voucher/warrant packets, mail checks to vendors, all upon receipt of proper documentation from requisitioner
- Upload accounts payable check files to the bank
- Set-up new vendors and maintains W-9 files
- Enter, modify, delete and/or post requisitions as necessary or upon request
- Review requisitions for budget compliance, print and distribute the purchase orders
- Maintain purchase order list
- Follow-up and resolve any outstanding invoices or statements regularly to prevent delinquent payments.
- Responsible for fiscal and calendar year end budgetary processes, including 1099's
- Maintain all records for student activity fundraisers and clubs, including but not limited to: prepare an activity packet for advisors, monitor and review budget and purpose forms, process project activity forms in connection with fundraisers, process monthly reports and distribute to advisors
- Assist with drawing up deposits and taking bank deposits to the bank in a timely manner as designated by the Board
- Match up pay-in forms with bank deposit slips
- Assist the Treasurer with the coordination of the state audit and GAAP conversion with district staff and external auditors

- Attend all meetings & trainings which are designed to provide guidance to the position
- This position will cross train to serve as a back up personnel to Payroll and the Administrative Assistant to the Superintendent
- Maintains confidentiality and respect for confidential information at all times, including but not limited to HIPPA, FMLA, ADA, FERPA, GINA, per law and policy
- High level of customer service and ability to work with district departments
- Performs other duties as assigned by the Treasurer

**Application Process:**

**Individuals interested in the above position should submit a Liberty Local Schools application, a letter of interest and resume with other information applicant deems important via mail or email by 3:00 P.M. March 18, 2024:**

**Maureen Lloyd, Treasurer**

**Board of Education Office**

**4115 Shady Road**

**Youngstown, OH 44505**

**P. 330. 259. 3902**

**E: [maureen.lloyd@liberty.k12.oh.us](mailto:maureen.lloyd@liberty.k12.oh.us)**