Accounts Payable Manager

Reports to: Assistant Director for Finance
Supervises: None
Term of Employment: 12 months
Salary: Finance/HR II - 67
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- Associate degree preferred
- NCASBO Certified School Business Specialist preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
- Manages purchase order process including review of purchase requests for proper documentation; determines appropriate budgetary source of funds and confirms that funds are available for each purchase; receives purchase order receiving copies from schools confirming merchandise is received
- Manages entire invoice process; receives all invoices from vendors; matches invoices to purchase orders and confirms all items have been received and properly invoiced
- Prepares a voucher package which includes a copy of each purchase order and matching invoice for General Expense clerk to process
- Manages all check requests and travel forms ensuring proper backup information is submitted as well as proper mileage rates are being used
- Manages monthly procurement card (credit card) statement reconciliation and ensures proper backup information is submitted from schools and departments; manages all purchasing card limits
- Manages daily cash deposit process using Deposit Online/Scan Checks; posts deposits into General Ledger
- Manages filing system of voucher packages
- Codes all power bills, telephone bills, and water bills received from Maintenance
- Manages monthly invoice process for copier expense
- Manages individual school long distance phone bills
- Manages vendor and internal inquiries as they relate to accounts payable issues
- Receives and prepares requisitions for vendors from all schools and departments; verifies account codes and obtains approval signatures before generating purchase orders
- Assists school bookkeepers with questions relating to purchasing
- Serves as primary accounts payable contact for the Sandhills Regional Education Consortium (SREC)
- Serves as primary contact for all accounts payable expense reduction audits
- Independently prioritizes workload and sets deadlines
- Oversees the Fixed Asset Cycle to ensure that all appropriate changes are recorded during the year and that year-end balances are properly reported in the General Fixed Asset Account Group
- Manages monthly financial/budget reporting process and sends reports to principals and departments
- Manages Finance Department website
- Manages monthly Charter School payments
- Performs other duties and responsibilities as assigned by supervisor
Accounts Payable Manager

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment