



Columbia County School District Job Description

Position Title: Accountant - Accounts Payable		
Department: Business	Evaluation Instrument: Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade N	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Financial Officer		

MINIMUM QUALIFICATIONS

Education: Minimum of Associate Degree in Accounting or B.S. or B.A. in Accounting, Finance, or Business.

Essential Knowledge/Skills: Knowledge of purchase order procedures, accounting procedures, and IRS 1099 regulations. Ability to maintain and establish relationships with employees and vendors. Good communication skills.

Experience: Minimum three years' experience in a public or private sector business function with emphasis on accounts payable.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Responsible for maintaining the computerized purchasing order system, processing purchase orders, and matching receiving tickets.
- Handles all vendor questions regarding billing and reconciling any billing discrepancies.
- Reviews all vendor statements showing charges and payments and reconciles any differences.
- Prepares all accounts payable checks.
- Responsible for validating all p-card charges, which includes validation of the account number, sales tax, and receipt.
- Maps the p-card transactions into the accounting software system daily.
- Reconciles the monthly p-card cycle for payment.
- Trains school and department secretaries and staff in the purchasing and p-card software and answers daily questions.
- Responsible for updating 1099 information on all applicable vendors and preparing 1099's in accordance with IRS regulations.
- Performs duties and special assignments as requested by the Chief Financial Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It

should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: December 2015