



ALLEN PARK PUBLIC SCHOOLS

an uncompromising commitment to excellence

Riley Education Center

9601 Vine, Allen Park, MI 48101

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Accounts Payable/Food Service Secretary Business Office/Central Office Position Job Posting

Location: Riley Education Center

Hours: 37.50 hours per week while Food Service office is open. Summer hours run for 8 weeks at 20 hours per week.

Start Date: Negotiable but not later than February 11, 2019

Wages: As determined by the Collective Bargaining Agreement with the Allen Park Association of Education Secretaries (current 12 step wage scale range: \$16.31/hr. to \$22.30/hr.)

Benefits: As determined by the Collective Bargaining Agreement with the Allen Park Association of Educational Secretaries (APAES)

Qualifications:

1. Minimum of five (5) years of Accounts Payable experience and basic Accounting principles knowledge required.
2. Experienced and proficient in Microsoft Excel, Word, and other Office software required.
3. Knowledge of Smart system, Horizon software, and My Payments Plus required.
4. Ability to communicate effectively in writing, orally, and electronically.
5. Ability to work as an effective team member.
6. Strong analytical and mathematical aptitude required.
7. Ability to handle multitude of issues/responsibilities with attention to details and minimal supervision.
8. Strong organizational skills and ability to meet required deadlines.
9. Skills test required.

Reports to: Finance Director and Food Service Director

Job Goal: To assist the Business Office in the administration of general accounting and food service functions.

Performance Responsibilities:

The Accounts Payable/Food Service Secretary is responsible for assisting the Finance and Food Service Directors in the following:

1. Processing accounts payable including the following tasks:
 - a. Reviewing check requests for accurate accounts, authorizing signatures and appropriate supporting documentation.
 - b. Processing check requests for payment, adding correct descriptions.
 - c. Copying and sending invoices to buildings for approval.
 - d. Preparing check runs and necessary reports.
 - e. Reconciling monthly vendor statement and working with vendors to resolve and questions, issues, or disputes.
 - f. Maintaining files for open and paid accounts payable.
 - g. Periodically following up on unpaid invoices and open purchase orders.
2. Assisting in the preparation of the fiscal year end audit.
3. Prepare financial reports as required.
4. Gathering financial data as may be required.
5. Preparing and processing purchase orders and check requests.
6. Open mail and distribute invoices to correct departments.
7. Processing free and reduced meal applications.
8. Preparing monthly menus in publisher.
9. Invoicing for special events.
10. Sending out monthly statements to past due accounts.
11. Accounts receivable duties over a certain amount.
12. Handling all food service student account issues with: parents, cashiers and/or principals.
13. Assisting cashiers with POS problems in person or on site.
14. Assisting cashier troubleshooting cash drawer issues and reconciling daily deposits in person or on site.
15. Contact Horizon Software Co. for support with POS system in office or at site to allow Horizon Support access remotely to any POS terminal.
16. Contact MyPaymentsPlus Support for issues with online payment accounts.
17. Training cashiers with new systems and updates on site or remotely.
18. Pickup and deliver food and/or supplies if driver is not available.
19. Drop off menus to printer and pickup and deliver menus to buildings if needed.
20. In certain situations: cashier, food prep, or other kitchen duties as needed.
21. Creating signage for all building cafeterias.
22. Time card preparation for payroll.
23. Assisting in finding food service subs when needed.
24. Supply ordering.
25. Monitoring bank deposits and reports.
26. Maintain daily, weekly, and monthly report binders for food service reports.

27. Keeping the Finance and Food Service Directors as well as Accounting Supervisor informed of events and activities of an unusual matter as well as routine related to accounting and food service department's accountability.
28. Interacting positively with the district employees to resolve issues.
29. Operating in a confidential manner.
30. Any other duties as may be assigned.

Evaluation:

Performance of the job will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel.

APPLICATION PROCEDURE:

Internal/External Applicants: Submit application on Wayne RESA Applitrack system

Application Deadline: Thursday, January 17, 2019