

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>District Office Specialist II – Accounts Payable/Payroll</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> District Accountant/Payroll Supervisor
<b>EDUCATION:</b>	High School Diploma or GED Equivalent AAS Degree and/or experience in accounts payable preferred	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Twelve (12) Month Contract- 260 Days per School Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Under direction, performs responsible accounting work in the processing of accounts payable and payroll. The work of the class involves supervising and controlling the processing of vendor invoices, time cards and other claims for payment. The worker establishes and implements processing procedures for the payables, monitors and adjusts workloads on weekly basis. The worker uses calculators, computer terminals, scanners and other office appliances and common knowledge of Business English and modern office procedures and practices. General knowledge of basic bookkeeping methods/ practices used in financial and statistical clerical work. Experience and/or education in computer operations (Word/Excel), 10- key entry and data processing procedures and the ability to respect confidential information. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Process District-wide weekly accounts payable vendor checks including assembling, tabulating, coding, verification of signatures and all filing of related paperwork.
2. Keeps records and documentation in an organized system.
3. Makes accurate mathematical calculations and make and verify extensions and makes appropriate corrections.
4. Receives and verifies District-wide requisitions, travel reimbursements, and processes invoices for payment with appropriate supporting documentation.
5. Coordinates accounts payable function relative to invoices and payments to vendors and determination as to correctness.
6. Performs a variety of routine secretarial and clerical work including typing, calculating and word processing.
7. Common knowledge use of computers, printers, faxes and other office equipment as needed.
8. Maintains monthly contract and utility payments in MS Excel.
9. Ensure all payments on projects are paid when statements are received. Works with Maintenance to ensure work has been completed and all items received.
10. Controls and authorizes credit card usage for the District on all credit cards.
11. Maintains and files W-9 forms for all new vendors.
12. Copies all fixed asset documentation for debt, bond, and fixed asset folders.
13. Responsible for retention of Accounts Payable documentation.
14. Creation of master vendor payment list for monthly billings.
15. Regular attendance is an essential function of this position.
16. Compiles information for SB1149 reporting of utility usage to the state.

17. Record checks received in check log.
18. Petty cash custodian.
19. Coordinates the addition and deletion of assets with the insurance agent.
20. Ensure Federal ESSA (every student succeeds act) coding is utilized for expenditure tracking at each school level as appropriate.
21. Enters and updates new employees.
22. Able to create a manual payroll check and pay adjustment.
23. Monthly Health Insurance reconciliation.
24. Enters payroll into the system from employee time sheets and leave sheets.
25. Ability to run payroll.
26. Cross-train with payroll employees and provide backup to the payroll department as necessary.
27. Track and process 1099 eligible vendors and transactions.
28. Regular attendance is an essential function of this position.
29. Additional duties as assigned by District Accountant or payroll supervisor.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			

51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>300 ft.</u> Type of Surface: (i.e. level, carpet, tile): <u>tile</u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>100</u> % of the time	/ Works Outside <u>0</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel		X			
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps			X		
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	5.5 hours	6.5 hours
Standing				X		.5 hours	6.5 hours
Walking				X		.5 hours	6.5 hours
Change Positions				X			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name Employee Signature Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name Title Signature Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

<i>For physician to complete:</i>	
<b>Is this job appropriate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
Physician's Signature _____	Date _____

