

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Office Specialist II – Accounts Payable	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: District Accountant
EDUCATION:	High School Diploma or GED Equivalent AAS Degree and/or experience in accounts payable preferred	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	Under direction, performs responsible accounting work in the processing of accounts payable. The work of the class involves supervising and controlling the processing of vendor invoices 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.	

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. Archive records according to Oregon Statute.
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 District-wide 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. Track and process 1099 eligible vendors and transactions.
18. Review district travel reimbursements for documentation and issue payments according to board policy.
19. Ensure Federal ESSA (every student succeeds act) coding is utilized for expenditure tracking at each school level as appropriated.
20. Petty cash custodian.
21. Record checks received in check log.
22. Coordinates the addition and deletion of assets with the insurance agent.
23. Regular attendance is an essential function of this position.
24. Additional duties as assigned by District Accountant.

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 75 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 75 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: 300 ft. Type of Surface: (i.e. level, carpet, tile): tile

ENVIRONMENT (WORK CONDITIONS)

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date

