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)

IFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			х		
21-50 lbs.		x			
51-75 lbs.	х	1			-
76-100 lbs.	Х				12.03
> 100 lbs.	х				
Maximum am	ount lifted by	worker without	assistance: No more	than 75 lbs.	
If required, lif	ts over <u>75</u>	_lbs. are perfor	med with two or mo	re people or lift de	evices.
			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	1 C	
ARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	-		1000	x	- 10 I
11-20 lbs.	1.00		х		-
21-50 lbs.		x		1116	1 1 1
51-75 lbs.	х	10			1.1
76-100 lbs.	х	Y		1 mm Part 1	(3) (T)
> 100 lbs.	х				
Maximum am	ount carried b	y worker withou	it assistance: No mo	re than 75 lbs.	
If required, ca	rrying over	75lbs. are	performed with two	or more people o	r lift devices.
					11
USHING/PULL	ING FORCE TO	BE EXERTED			
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%

Pounds	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.				x	
11-20 lbs.			X		
21-50 lbs.		х			
51-75 lbs.	х				
76-100 lbs.	х				
> 100 lbs.	х				
Maximum we	eight of object p	oushed/pulled b	y worker: No more	than 75 lbs.	
Distance: 300	ft Type of	Surface: (i.e. lev	el, carpet, tile):	tile	

ENVIRONMENT (WORK CONDITIONS)

Works Inside <u>100</u> % of the time	/	Works Outside _	0	% of the time.
---------------------------------------	---	-----------------	---	----------------

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				х	
Twist				х	
Crouch/Squat				х	
Kneel		х			
Crawl	Х				
Walk-Level Surface	19			x	
Walk-Uneven Surface	14-		x		1
Climb Steps	č.		х		
Climb Ladder		х			200
Work at Heights		Х			
Reach at or Above Shoulder				x	- 3
Reach Below Shoulder	/		<	x	
Use of Arms				х	
Use of Wrists				х	
Use of Hands				х	
Grasping/Squeezing				х	
Operate Foot Controls	x	24	L. F	1	The state state of

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	1	00		18.4	х	5.5 hours	6.5 hours
Standing	_	1-8		х	-	.5 hours	6.5 hours
Walking	- A. A.		A	Х	0.0	.5 hours	6.5 hours
Change Positions	1000			х			

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.

 Print Employee Name
 Employee Signature
 Date

 Employer Representative (Immediate Supervisor):
 Title
 Signature
 Date

 Print Name
 Title
 Signature
 Date

 Prepared by:
 Director of Human Resources- Mark Greif
 Director of Human Resources- Mark Greif
 Director of Human Resources- Mark Greif

In the event of an on the job injury:

For physician to complete:		
Is this job appropriate? Yes No	o Date of Release:	
If not released to regular work at this tim	ne, please provide an "ANTICIPATED" DATE:	
Physician's Signature	Date	

