

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6025
Pay Grade: D11

FLSA: Non-Exempt

ACCOUNTS PAYABLE COORDINATOR

MAJOR FUNCTION:

Under general supervision, coordinates the accounts payable function and its daily work schedule. Resolves vendor inquiries and assists Budget Department in maintaining open communication with schools and departments ensuring prompt payment when material is received according to specifications. Responsible for the proper processing and maintenance of support document files.

DUTIES AND RESPONSIBILITIES:

- Coordinates the daily work flow and activities within the Accounts Payable function.
- Receives and determines corrective action to vendor inquiries.
- Maintains open communications with schools and school system departments to ensure prompt payment of material received and appropriately authorized for payment.
- Coordinates cut-off schedules with data processing with respect to batching vouchers.
- Organizes and maintains support document filing system including the preparation and removal of each year-end files to storage and the preparation of a current year's files.
- Assures proper administration and maintenance of weekly vouchers and weekly vendor checks.
- Prepares and distributes annual 1099 reports.
- Assists accounts payable staff in training, processes problem solving and work overflow to ensure work production on a timely basis.
- Performs personnel staff functions, such as maintains and verifies staff payroll sheets, personnel files, plans and schedules vacation time and leaves of absence.
- Applies knowledge of accounts payable and general office procedures.
- Assists the Supervisor of Accounting as needed.
- Performs other related duties as requested.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED or business school with two (2) to four (4) years experience in accounts payable or similar accounting clerk function.

ISSUED: 11/81 WMP; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM; REVIEWED & REVISED D&R: 10/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ACCOUNTS PAYABLE COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Accounts Payable Coordinator - PESPA