

SEDALIA SCHOOL DISTRICT #200

Job Title: Administrative Assistant II – Accounts Payable

Job Overview

- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

Qualifications

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Responsibilities and Duties

- Accounts Payable
 - Verification of statements from vendors
 - Maintenance dept purchase order entry and billing processes
 - Research problematic bills
 - Process purchase orders as requested
 - SISFIN entry and payment processing of invoices
 - Maintain Accounts Payable filing system
 - Process employee reimbursements and game official stipends
 - Work with administrators and designated staff regarding accounts payable
 - Prepare and enter general journal entries/AJ's as requested
 - Manage P-Cards and charge cards
 - Mini grant purchase order and process
 - Bank reconciliation
 - Prepare monthly and quarterly reports for Board of Education review
 - Prepare various monthly and quarterly reports as due and/or requested
 - Retrieve requested items for audit and assist auditors as needed
- Maintain the district's facility use calendar and notify administrators and patrons of confirmation of requests
- Coordinate, monitor, and maintain records of
 - Copy machine lease agreements
 - Postage meters and leases throughout district
 - Office Supplies for District Office
 - Notary renewals
 - District vehicle titles and licenses

- Workers Compensation back-up for claims
- Custodian of Records back-up
- Assist other office staff as needed

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.