

Region 9 Education Cooperative

ACCOUNTS PAYABLE SPECIALIST
Job Description

POSITION TITLE: Accounts Payable Specialist
Reports To: Director of Finance
Work Day: Minimum 7.5 hours daily
Contract Days: Minimum 236 days per year
Classification: Exempt

ESSENTIAL FUNCTIONS

1. Represents REC 9 and the programs and member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required.
 - a. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
11. Assist in the financial accounting and management of Region 9's resources in accordance with Generally Accepted Accounting Principles (GAAP) and NM Public Education Department statutes and administrative code.
12. Ensure that adequate internal accounting control exists to properly safeguard Region 9's assets.
13. Respond to colleagues, auditors and significant individuals for the purpose of providing support, documentation on internal processes and responding to questions for accounts payable and receivables.
14. Provides training and information to staff and/or outside parties regarding procedural requirements pertaining to payment of invoices and associated transactions.
15. Maintains financial information, files and records (e.g. copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
16. Performs pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with agency and state and federal rules, guidelines and statutes.
17. Research and resolve discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.

Accounts Payable Specialist 06.2023

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18. Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
19. Perform the day to day processing of accounts payable transactions to ensure that financial procedures are adhered and maintained in an effective, up-to-date and accurate manner.
 - a. receive invoices and purchase orders for goods and services.
 - b. reviews and obtains all invoices for appropriate documentation, approvals, and signatures.
 - c. process invoices for payment.
 - d. manage and distribute payments accordingly.
 - e. maintain and secure check stock.
 - f. update and maintain vendor file for appropriate tax and payment information.
 - g. update, maintain, and process 1099s.
20. Responsible for the procurement and scheduling of travel arrangements for Region 9 employee's professional travel as stipulated in Region 9's policies and compliance procedures.
21. Maintain positive, cooperative, and mutually supportive relationships with the administration, staff, peers, vendors and community.
22. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Supports and contributes to overall REC 9 mission, vision, values and goals as an appointed member of the agency leadership team.

Note: These duties are neither exclusive nor exhaustive and the employee may be required to undertake other duties and responsibilities as assigned.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but establishes the main expectations.

QUALIFICATIONS

High School diploma required. Bachelor's degree preferred. Two years successful work experience in accounting/bookkeeping principles and office equipment/software. Experience in the Vision Accounting Systems is preferred. Must demonstrate accuracy and timeliness in completion of fiscal duties. Must demonstrate strong interpersonal skills. Must be willing to carry out assigned tasks and responsibilities. Computer expertise in the areas of word processing, database management, and spreadsheet production. Other qualifications determined necessary by the Executive Director and Director of Finance.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative & judgment in performing job duties. Ability to understand oral, written, and verbal instructions. Must be attentive to detail and customer oriented. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.

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Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Accounts Payable Specialist**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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