

SPEED JOB DESCRIPTION

Title of Position

Accounts Payable Secretary

Supervisor

Director of Business and Finance

Position Guide

Clerical

Salary Range

Qualifications

- Demonstrates proficient skills in use of computer and computer application including Word, Excel and Power Point.
- Possesses organizational skills and can independently perform detailed tasks with accuracy.

Essential Duties

To manage accounts payable, tuition reimbursement, personnel reimbursement, attendance, and assist the Business Office as needed.

1. Responsible for accounts payable: Includes processing of checks for vendors, contracted agencies, leases, monthly utilities, etc.
2. Responsible for tuition reimbursement for classes
3. Completes credit applications for new vendors
4. Assists with Coop-wide inventory with accounts receivable secretary
5. Responsible for the phones
6. Employee attendance: inputting, verification, rollovers, reporting balances to staff, maintenance of info in file
7. Liaison with Association for sick bank and other dues and issues
8. Responsible for SSSPC, Purchase Coop
9. Performs other duties as assigned by administration

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date