

SCHOOL DISTRICT OF THE CITY OF SAGINAW
HUMAN RESOURCES DEPARTMENT

Posting Dates:

From: January 5, 2012

To: Until Filled

Accounts Payable Specialist
(ESG Position)

General Summary: The Accounts Payable Specialist is responsible for performing activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information and providing instructions and/or accounting support to other personnel in accordance with established practices.

Job Duties and Responsibilities:

- Create an atmosphere in the Fiscal Services Department that is welcoming and that values our students, parents, District employees, District vendors, and the community
- Perform tasks necessary for processing invoices for payment, including verifying that materials have been received or that services have been performed; matching invoices to supporting documentation; verifying accuracy of invoices; posting payments to the general ledger; entering payments into the District accounting system for payment; and consulting with District personnel on payments, as necessary
- Build excel spreadsheets to allocate payments
- Reach vendors to resolve billing discrepancies or problems as they arise
- Ensure invoices are approved for payment
- Work with the Accounting Specialist to establish list of payables to be booked back annually
- Maintain file of invoices and open purchase orders
- Process and distribute vendor payments
- Assist with the District's annual audit process
- Perform other duties as assigned

Qualifications:

- Associate's Degree in Business Administration or Accounting
- One to three years of accounts payable experience preferred

Salary Range: \$27, 561-31,021

For Further Information Contact: Ms. Tamara Johnson, Executive Director of Fiscal Services (989) 399-6522

Method of Application:

Applicants must submit an original letter of interest, resume, and proof of credentials (unofficial transcripts) to:

Dr. Kelley A. Peatross
Assistant Superintendent for
Human Resources, Labor Relations
EEO & Support Services
550 Millard St.
Saginaw, MI 48607

Deadline for Application:

In order for an applicant to be considered, all required documents as noted above under "Method of Application" must be received.

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.