

ANNOUNCEMENT OF VACANCY – Classified

THE POSITION: Accounts Payable/Housing/Activities Administrator

DESCRIPTION: The AP/Housing/Activities Administrator will work harmoniously and effectively with district leadership, staff, department staff & supervisors, building administrators, and school members to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable including school housing and school activities.

CREDENTIALS: Completed district employment application; Must pass a background check Associate degree required; Proficient PC computer knowledge is required; Attention to Detail & Thoroughness; Ability and patience to work with staff, district leadership, and school board members; Demonstrate proficiency in the ability to take initiative and work independently; Excellent organizational skills; Excellent oral and written communication skills; Experience with GAAP Accounting Principles preferred; Displays a significant degree of professionalism and confidentiality; 1-3 years accounts payable or general accounting experience; Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately; Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness

Compensation: Salary in accordance with the district administrators classified wage matrix

TO APPLY: Letter of Interest, Classified District application, Resume, 2 forms of ID, Credentials, Educational Accomplishments, Fingerprints completed with Human Resources will be accepted immediately. **Open until Filled**
You can pick up a district application at the LDPS Administration Office or at www.lamedeerschools.org

Incomplete applications will not be considered

Robert D. Bailey, Human Resources Director
Lame Deer Public Schools District No. 6
PO Box 96
Lame Deer, MT 59043
robert.bailey@lamedeer.k12.mt.us
<http://lamedeerschools.org>



The Lame Deer Public Schools is an Equal Opportunity Employer.

Pre-Employment Drug Testing & Background checks are required.

Reposted 12/10/2021



CLASSIFIED

**LAME DEER PUBLIC SCHOOLS
DISTRICT #6
JOB DESCRIPTION**

AP/HOUSING/ACTIVITIES ADMINISTRATOR

QUALIFICATIONS:

- Completed district employment application
- Must pass a background check
- Associate degree required
- Proficient PC computer knowledge is required
- Attention to Detail & Thoroughness
- Ability and patience to work with staff, district leadership, and school board members
- Demonstrate proficiency in the ability to take initiative and work independently
- Excellent organizational skills
- Excellent oral and written communication skills
- Experience with GAAP Accounting Principles preferred
- Displays a significant degree of professionalism and confidentiality
- 1-3 years accounts payable or general accounting experience
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Must be able to successfully complete performance responsibilities listed below
- Any other qualifications as the School Board may find appropriate and/or acceptable

REPORTS TO:

District Superintendent

TERMS OF EMPLOYMENT:

8 hours per day, 12 months. Salary established by classified administrator's salary matrix.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EVALUATION:

To be performed in accordance with School Board Policy.

JOB GOAL:

The AP/Housing/Activities Administrator will work harmoniously and effectively with district leadership, staff, department staff & supervisors, building administrators, and school members to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable including school housing and school activities.

PERFORMANCE RESPONSIBILITIES: (may include but not limited to the following):

- Reviews all invoices for appropriate documentation and approval prior to payment
- Pay vendors by monitoring discount opportunities; verifying federal ID numbers; scheduling and preparing checks; resolving purchase orders, contracts, invoices, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Prints and obtains signatures on all accounts payable checks
- Distributes signed checks as required
- Maintains accounting ledgers by verifying and posting account transactions
- Learn and use in a proficient manner the district accounting software
- Protect the district and its employees by maintaining confidentiality
- Update job knowledge by participating in educational opportunities
- Prepares garnishment checks per reports from payroll as needed
- Answers all vendor inquiries
- Maintains all accounts payable reports, spreadsheets, and district accounts payable files digitally and/or paper based
- Assist District Secretary and Superintendent as needed
- Provide and receive training from other members of the administrative team in order to function as backup for other positions when needed
- Prepares cleared checks for storage
- Assist in monthly reconciliations as required
- Prepare analysis of accounts and prepare reports as required
- Answer all phone communications in a friendly, professional manner; Make referrals and take messages when requested; Deliver messages to appropriate team members
- Performs assigned clerical tasks such as filing, typing, word processing, preparing spreadsheets, preparing forms, and assembling and distributing materials
- Maintain organized files for classroom and Fixed Asset Inventories
- Maintain and reimburse school district's postage meter
- Responsible for checking in and out of school district credit cards
- Responsible for processing travel from time to time for administrative team as requested
- Make regular reports to the District Superintendent as requested
- Works in conjunction with the District Secretary
- Review, verify invoices and check requests; sort, code and match invoices; setup invoices for payment; enter and upload invoices into system; track expenses and process expense reports; prepare and process electronic transfers and payments; prepare and perform check runs; post transactions to journals, ledgers, and other records; reconcile accounts payable transactions; prepare analysis of accounts; monitor accounts to ensure payments are current; research and resolve invoice discrepancies and issues; maintain vendor files;

- correspond with vendors and respond to inquiries; produce monthly reports; assist with month end closing; provide supporting documentation for audits
- Other duties assigned

Equipment: This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine.

Interrelations:

- Contact with personnel within the district.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Expected to interact with all internal and external customers in a friendly and professional manner.
- Customer Service: The individual manages difficult customer situations, responds promptly to customer needs, solicits customer feedback to improve services, responds to requests for service and assistance and meets commitments.
- Adaptability: The individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays or unexpected events, all of which are common in a school setting.
- Dependability: The individual is consistently at work, and is punctual, follows instructions, and responds to management direction and solicits feedback to improve functions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works around others, works with the general public, and works in an office setting. The noise level of this environment is low to moderate. Artificial light is used.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk, talk, and listen. Frequently required to stand and/or sit, use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER: This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.