

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Accounts Payable
Reports To:	Treasurer/CFO
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Provide support to the Treasurer/CFO in the program of fiscal management. 2. Perform accounting procedures regarding District expenditures and acquisitions.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent; additional professional training preferred. 2. Successful experience in a business office and/or school office environment. 3. Proficient in computer skills and knowledge of applications necessary to process accounting for District business functions; able to access timely and relevant information and disseminate same. 4. Strong service orientation and integrity. 5. Good attendance record. 6. Additional qualifications which the Board may specify.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom and office areas of District facilities. 2. Effective communication and interpersonal skills. 3. Able to work successfully with teachers, administrators, and district staff. 4. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 5. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions *):	
<ol style="list-style-type: none"> 1. Provide organizational/clerical/accounting support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned. 3. * Maintain confidential information, records, and files as required. 4. * Process warrants for payment and transaction detail reconciliation. 5. Prepare required reports as assigned. 6. Account for District funds and maintain all records pertaining to District transactions in the manner described by law. 7. Process incoming and outgoing voice and data communications; handle routine correspondence independently. 8. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner. 9. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed. 10. Establish and maintain positive relationships with District staff and community. 11. Communicate and collaborate effectively with teachers, administrators, and school/District staff. 12. Requisition and acquire material, supplies, and equipment as needed to carry out functions of the District 	

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<p>Office.</p> <p>13. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.</p> <p>14. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.</p> <p>15. Perform such other duties as the Treasurer/CFO may direct.</p>
<p>Other Professional Expectations:</p>
<p>1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.</p> <p>2. Instill in students and staff the belief in and practice of ethical principles and democratic values.</p> <p>3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.</p> <p>4. Perform other such duties as the Board may direct.</p>
<p>Additional Working Conditions:</p>
<p>1. Occasional exposure to blood, bodily fluids, and tissue.</p> <p>2. Occasional operation of a vehicle under inclement weather conditions.</p> <p>3. Occasional interaction among unruly children.</p>
<p>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.</p>

I have received and read this job description and fully understand the requirements set forth therein.

Employee’s Signature

Date

Supervisor’s Signature

Date

The Madison Local School District is an equal opportunity employer.