

## Union Public Schools Job Description

**Position Title:** Accounting Specialist – P-Cards  
**Department:** Accounting  
**Reports To:** Director of Accounting

**FLSA Designation:** Non-exempt

**SUMMARY:** Performs a variety of accounts payable/accounts receivable transactions, operations, reconciliations and/or reporting where versatility, accuracy and timeliness are essential in meeting workloads.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Monitors and/or maintains resources and transactional processes, particularly as pertaining to use of District purchasing cards.
- Assists management in the preparation of reports, financial statements and other documents as requested using spreadsheet, database, or presentation software.
- Conducts initial research and compiles data as requested by management for review and decision making.
- Reviews/approves purchase requisitions; verifies approvals, vendor information, and OCAS codes. Uses relevant information and individual judgment to determine whether documents comply with laws, regulations, and/or Board policies.
- Initiates and/or responds to requests for updated employee/vendor/supplier reporting information and maintains existing electronic records, which may include employee data.
- Maintains current working knowledge of compliance regulations from laws, regulations, and/or Board policies, particularly regarding regulatory financial requirements.
- Reads and analyzes incoming vendor statements and works with financial clerks to rectify variances.
- Operates desktop computer and/or laptop and works with various software applications to perform transactions related to accounts payable and/or accounts receivable.
- Performs periodic reconciliations and prepares reports for distribution.
- Assists with implementation of new financial software modules.
- Demonstrates accuracy, consistency, punctuality, and initiative.
- Maintains a high level of confidentiality and professionalism in dealing with sensitive information because of access to sensitive accounting and/or banking records and reports.
- Provides training as needed concerning transaction processes.
- Assists other staff with problem resolution and elevates to supervisor as needed.
- Assists with analysis of vendor/employee questions.
- Communicates effectively, courteously, and professionally with supervisors, co-workers, vendors, auditors, and district personnel by telephone, in written form, e-mail, or in person.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Accounting or related degree preferred, with one (1) to three (3) years of related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, bid documents, purchase orders, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Must have strong communication, interpersonal, organizational and computer skills including word processing, spreadsheet, mainframe and PC skills. Ability to multitask and work with deadlines. Ability to develop effective working relationships with students, staff, and the school community. Ability to critically think. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL SKILLS:** *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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.