

EMPLOYMENT OPPORTUNITY...

The Human Resources Department would like to bring to your attention the following employment opportunity within the Milford School District.

Accounts Payable Coordinator

Building Location: District-Wide/SAU Office

Send Applications to: Office of the Superintendent 673-2202
100 West Street
Milford, NH 03055

Position Available: Immediately

The Milford School District is seeking an Accounts Payable Coordinator to manage the purchasing & payables functions, and to assist with any bidding needs for the District. The chosen candidate will be responsible for creating, reviewing & processing all purchase orders, reviewing invoices for accuracy, managing the p-card accounts, maintaining vendor files and accounting system records, preparing 1099's at the end of the calendar year, assisting the auditors with the annual review of records, coordinating year-end processes, generating encumbrance listings, designing check runs twice per month for School Board review & invoice payments, providing budget figures for the Business Office, updating the cash balance sheet, and other related duties.

A minimum of a High School diploma is required, an Associate's degree or higher is preferred. Prior experience in accounts payable and purchasing is required. Must be meticulous with recordkeeping and highly detail oriented.

This position is for 8 hours per day (7.5 paid with $\frac{1}{2}$ hour lunch), year-round and eligible for benefits. The anticipated pay rate is \$16-22/hr, depending on degree & experience.

Application Deadline: August 4, 2017, or until filled

Interested candidates should submit a Classified Application, Letter of Interest, Resume, three letters of reference and copies of transcripts & certification (if applicable) to the Human Resources Office. Internal candidates may submit a Job Bid form with updated resume.

07/13/17

Milford School District - SAU 40

JOB TITLE: ACCOUNTS PAYABLE and PURCHASING COORDINATOR	
Job Description Approved By: Robert Marquis, Superintendent of Schools	Date: July 2017
Position Goal:	To perform the Accounts Payable function and implement the purchasing program and policy.
Reports to:	Business Administrator and the Director of Finance
Equipment Used:	Office equipment, computer
Education, Training, Skills, Experience, & Licensure Requirements: High School Diploma required; Associate's Degree preferred. Prior experience in payables and purchasing. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.	

Duties and Responsibilities:

1. Review all purchase orders for accuracy, approvals, proper account distribution and coding information. Enter and maintain accurate purchase order records.
2. Process invoices and employee reimbursements for payments. Resolve invoicing discrepancies as necessary.
3. Manage, reconcile and process P-Card accounts.
4. Maintain an accurate vendor filing system and database.
5. Provide contact with staff regarding purchase orders, invoices, and account expenditures.
6. Train and keep new District staff up to date with changing procedures in the purchasing system.
7. Assist the Director of Finance in monitoring cash flow needs and cash disbursements.
8. Verify and prepare 1099's at the end of the calendar year.
9. Assist auditors in the assembly of A/P information for the annual audit.
10. Generate end of the year A/P and Encumbrance lists.
11. Assist Business Administrator in accumulating appropriate budget information.
12. Assess potential over expenditures in accounts, forwarding information as appropriate.
13. Prepare, enter, and record all voided checks on cash balance sheet. Process void manifest.
14. Assist the Business Administrator in improving the purchasing program.
15. Coordinate supply bids and any other bidding needs for the District.
16. Perform any other work as may be assigned by the Business Administrator or Superintendent.

PHYSICAL ACTIVITY REQUIREMENTS			
LIFT up to 10 lbs.	occasionally	TWISTING	occasionally
LIFT 11 to 25 lbs.	occasionally	BENDING	occasionally
LIFT 26 TO 50 lbs.	rarely	CRAWLING	rarely
LIFT over 50 lbs.	never	SQUATTING	rarely
		KNEELING	rarely
CARRY up to 10 lbs.	occasionally	CROUCHING	rarely
CARRY 11 to 25 lbs.	occasionally	CLIMBING	rarely
CARRY 26 TO 50 lbs.	rarely	BALANCING	rarely
CARRY over 50 lbs.	never		
		WORK SURFACES:	
REACH above shoulder height	rarely	Desk, table top, tiled and carpeted floors	
REACH at shoulder height	frequently		
REACH below shoulder height	frequently	SUMMARY OF OCCUPATIONAL EXPOSURES:	
		General office environment	
PUSH/PULL	rarely		
		CONTROLS AND EQUIPMENT USED:	
HAND MANIPULATION:		office equipment: computer, keyboard, printer, copier, typewriter, calculator, adding machine, facsimile machine, phone	
GRASPING	frequently		
HANDLING	frequently	OTHER CONSIDERATIONS AND	
TORQUING	rarely	REQUIREMENTS:	
FINGERING	frequently		
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO:			
SIT:	CONSECUTIVE HOURS:	1	TOTAL HOURS: 6
STAND:	CONSECUTIVE HOURS:	1	TOTAL HOURS: 1
WALK:	CONSECUTIVE HOURS:	1	TOTAL HOURS: 1
COGNITIVE AND SENSORY REQUIREMENTS:			
TALKING:	required		
HEARING:	required		
SIGHT:	required		
TASTING & SMELLING:	not required		