



## ADDISON NORTHWEST SCHOOL DISTRICT

### Job Description

**JOB TITLE:** Accounts Payable & Payroll Specialist  
**FLSA STATUS:** Non-Exempt  
**UPDATE:** FY 2025

**POSITION OBJECTIVES:** Coordinates and carries out all accounts payable, payroll processing, and accounts receivable accounting tasks for the School District to ensure the Business Office is functioning properly and efficiently in accordance with federal and state law, and district requirements. Assists in maintaining a professional, friendly, positive and respectful work environment with an emphasis on teamwork and providing effective, efficient, and timely service to school personnel.

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

- Handles District deposits and posting to accounts receivable.
- Pays vendors by scheduling and preparing checks; resolving purchase orders, invoices, or payment discrepancies and documentation. Ensures credit is received for outstanding memos and issues stop payments when necessary.
- Responsible for maintenance of all vendors including updating vendor memos, W 9 forms, and Certificates of Insurance. Responds to all vendor inquiries and verifies vendor accounts by reconciling monthly statements and related transactions.
- Protects the school district by keeping information confidential.
- Prepares Board reports monthly for Finance Committee and provides all accounts payable and payroll batches to the District treasurer bi-weekly.
- Processes all scholarships bi-annually.
- Maintains all accounts payable, deposit, and payroll records.
- Processes annual 1099s for all contractors including electronic filing to the federal government.
- Processes the employee savings plan payments for support staff.
- Responsible for processing bi-weekly payroll and associated tasks including but not limited to: compiling all information needed for processing such as pay rate changes, deduction changes, new hires and terminations. Verification of all time sheets and recap sheets. Sends all payroll checks and associated deduction, tax and other benefit ACH payments.
- Informs employees in advance of any issues or changes impacting his/her paychecks and/or reimbursements.
- Works with the Fiscal Analyst to develop and utilize procedures to ensure accuracy of Accounts Payable, Payroll, and Accounts Receivable.
- Responsible for tracking Fixed Assets and submission to the Business Manager in preparation for annual audit.
- Responsible for tracking District utility usage via spreadsheet and reporting for performance bond.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective

functioning of the Business Office.

**SUPERVISION RECEIVED:** Supervised and receives direction from the Business Manager.

**SUPERVISORY RESPONSIBILITIES:** Responsible for cross training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and provide effective backup.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty and professional expectations satisfactorily, in addition to the following:

- **Education and Experience.** Associate's degree in accounting or other appropriate discipline plus two years of relevant bookkeeping and payroll experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Knowledge.** Must be knowledgeable about accounts payable, payroll, and accounts receivable functions. Knowledge of school operations desirable.
- **Abilities.** High accuracy and attention to detail. Ability to operate personal computer and related software. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and School Board policies.
- **Computer Skills and Experience.** Must be able to use spreadsheets, word processing and financial software. Experience with Microsoft Office and Google Suite preferred.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the District.
- **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 bar graphs.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to maintain confidentiality of information received.
- **Communication and Interpersonal Skills.** Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- **Other Personal Characteristics.** High accuracy and attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision. Ability to meet deadlines.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use arms and hands. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts.

**WORKING CONDITIONS:** Work is normally performed in a traditional office environment. The noise level is moderate. The office is fast paced and busy with a high likelihood of interruptions.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.