

Franklin County Community School Corporation

Job Title	Purchasing/Accounts Payable Manager			
Position Type	<input checked="" type="checkbox"/> full time <input type="checkbox"/> part time	<input type="checkbox"/> certified <input checked="" type="checkbox"/> classified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> as needed

Job Purpose: The purpose of the Purchasing/Accounts Payable Manager is to manage accounts, coordinate and process purchases, and prepare payments.

Duties:

1. Shall process receipts for all corporation money.
2. Shall enter receipt information to the business system, check for accuracy, and post to the business system.
3. Shall print receipts to the appropriate bank in the business system.
4. Shall process all purchase orders and requisitions.
5. Shall monitor and maintain the procurement site.
6. Shall organize procurement training for employees.
7. Shall assist the Superintendent in securing bids, quotes, and proposals from vendors.
8. Shall maintain and update a Vendor Master File.
9. Shall prepare and distribute all 1099's.
10. Shall maintain and pay corporation credit cards.
11. Shall pay employee reimbursements and mileage claims.
12. Shall pay all utilities.
13. Shall pay employee deducted annuities and insurances.
14. Shall process vendor payments.
15. Shall oversee equipment lease agreements.
16. Shall order all corporation custodial supplies.
17. Shall order supplies for the Business Department.
18. Shall process vendor payments.
19. Shall prepare Accounts Payable Voucher Registration for monthly Board Meetings (including prewritten and current claims).
20. Shall execute bi-weekly pay for contracted bus route owners.
21. Shall bill employees, schools, and drivers.
22. Shall assist the Corporation Treasurer in updating and maintain the master inventory over \$5000 for both insurance and fixed assets auditing purposes.
23. Shall provide auditors from the State Board of Accounts, documents as requested.
24. Shall continue professional growth and development by attending trainings, conferences, and meetings.
25. Shall assist in monitoring the two-way radio as needed.
26. Shall assist in answering phones as needed.
27. Shall perform other duties as requested by the Corporation Treasurer, Assistant Superintendent, or Superintendent.

Skills/Qualifications:

1. Minimum of high school diploma.
2. Minimum of two (2) years of work experience maintaining financial accounts and records or an Associate's Degree in Accounting or Business.
3. Willingness to participate in professional development, i.e. Komputrol training, IASBO workshops, etc., upon request.
4. Possess firm understanding of computer and accounting-related software needed to perform the duties of the job.
5. Demonstrate accuracy in mathematics and close attention to detail.
6. Possess sound communication skills to interact with vendors, administrators, and coworkers.
7. Demonstrate an understanding of State Board of Accounts policies and procedures as they apply to public school funds.
8. Familiarity with School Board policies and procedures.
9. General knowledge and familiarity with the Franklin County Community School Corporation.
10. Demonstrate the ability to maintain strict confidentiality.

Evaluated by	Corporation Treasurer
	The employee shall be evaluated annually.