

**Hinsdale Township High School District 86**  
**Job Description**

**Position:** Accounts Payable

**Reports to:** Chief Financial Officer

**Job Summary:**

Performs all Accounts Payable functions relative to the efficient operation of the District.

**Essential Functions Include But Are Not Limited To:**

- Process all vendor payments from the District and General Funds in a timely manner in accordance with the monthly Board meetings
- Process employee expense reimbursements
- Complete check listing and other reports monthly to adhere to Board reporting requirements
- Provide assistance with accounts receivable and fee collections
- Assist in training of staff in buildings with processing of purchase order requisitions and processing of invoices
- Assist outside vendors with payment status and follow up with individual departments to insure prompt payment to vendors
- Adhere to deadlines and tasks by prioritizing workload
- Communicate in a professional manner to ensure excellent customer service skills both internally and externally
- Ability to problem-solve and analyze aspects of position
- Additional duties as assigned by supervisor

**Knowledge, Skills and Abilities**

- Proficient in Microsoft Office and Excel
- Knowledgeable of office technology including e-mail, voice mail, fax, copier, etc.
- Ability to set work priorities, multi-task and work in a timely, efficient, and independently
- Present a professional image and interact professionally with staff and outside vendors
- Ability to perform mathematical/accounting functions
- Strong organizational skills
- Basic arithmetic skills - including calculations involving whole numbers, fractions, decimals and percentages.
- Ability to deal with accounts payable information with vendor telephone, written and in-person questions.
- Ability to work independently without close supervision.
- Ability to prepare correspondence and other written materials in a neat and professional manner.
- Willingness to learn new technologies.

**Qualifications and Experience**

- Three years accounting experience preferred
- College degree preferred

## **Term of Employment**

- 12-months

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee occasionally will be required to lift up to 25 pounds such as cartons of paper. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually low. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people. Work is performed indoors.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.