

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

JOB DESCRIPTION

Position title: Accounting Assistant/AP Vendor

Department: Business Office

Reports to: Director of Purchasing and Operations

Summary: The Accounting Assistant processes accounts payable for all vendors. This includes auditing paperwork, processing invoices, printing checks and paperwork filing. The accounting assistant must research past due invoices and answer all vendor inquiries.

Essential job function and responsibilities:

- 1) Issues payment checks to vendors
- 2) Follows up on vendors phone calls
- 3) Researching past due invoices and vendor statements
- 4) Requests refund checks as needed
- 5) Prepares vendor board packet for bi-monthly board meetings
- 6) Files documents using standard filing system

Supervisory responsibilities: None

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

- 1) Attentiveness to detail and solid basic math skills.
- 2) Strong written and verbal communication skills.
- 3) Ability to analyze and solve problems.
- 4) Strong operational understanding of accounts payable and purchasing.
- 5) Proficiency for the typical office assistant skills including typing, filing, telephone skills and data input.
- 6) Ability to use discretion and exercise sound judgment.
- 7) Good organizational and time management skills.
- 8) Ability to work well with people at all levels within and outside the organization.

Education and/or experience:

- 1) Associates degree, and/or two year's experience in an accounts payable environment.
- 2) Previous experience working with an accounting software system.
- 3) Ability to build basic excel spreadsheets and use a 10-key.

Language skills:

- 1) Demonstrate effective oral and written communication skills with strong interpersonal skills.
- 2) Must be fluent in the English language.
- 3) Must be able to hear and speak clearly.

Mathematical skills:

- 1) Demonstrate strong basic math skills.

Reasoning ability:

- 1) Ability to analyze and solve problems.

Other skills and abilities:

Physical demands: *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

- 1) Occasional file resetting requires lifting 10-pound boxes.

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

- 1) The work environment includes sitting in front of a computer, keying and answering the phone.