

HAZLETON AREA SCHOOL DISTRICT

Position Description

POSITION TITLE: Accounts Payable Associate

DATE: March 27, 2025

REPORTS TO: Accounting Manager and
Office Manager (2nd Floor)

DEPARTMENT: Business Office

LOCATION: Administration Building

POSITION GOAL:

Provide accounting and clerical services to maintain district accounts payable functions and prepare reports as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Organize, process and maintain purchase order payment documentation and vendor remittance data.
2. Prepare documents for payment by verifying and calculating statistical information.
3. Assemble backup information and documentation to process invoices for travel payments/reimbursements, purchase orders, direct payments, utilities and construction contracts.
4. Process payment of invoices within time frame allotted by district policy and insuring that tax exemptions are applied.
5. Works directly with all levels of school district personnel in requesting proper documentation for processing payments.
6. Assist all levels of school district personnel pertaining to vendor, W-9, documentation and invoice questions.
7. Handle all communications with vendors, their Invoices and payment processing questions.
8. Handle all communications with utility companies pertaining to invoice discrepancies.
9. Distribute all email invoices to the appropriate associates and/or department for processing.
10. Sort and distribute any and all materials received daily via inter-district mail and post office to appropriate individuals in Business Office, and to appropriate associates in district.
11. Prepare invoice listings and required reports for approval by the School Board of Directors.
12. Prepare and maintain all file record copies of all invoice payments, including recording of past payments in storage.
13. Prepare annual 1099's and 1096's to submit to Internal Revenue Service, state and all vendors.
14. Handle all communications and matters pertaining to 1099's returns and/or corrections.
15. Receive purchase orders and assist all departments regarding purchase order receipts to corresponding with invoices.
16. Process and handle all stale, voided and unendorsed payments to vendors.
17. Process payroll liabilities.
18. Cross train to perform functions of the Purchasing / Bidding Associate.
19. Handle vendor opening assignment when needed, update vendor information and research vendor inquiries.

20. Assist or handle processing of mail for Administration Building when receptionist is out, as well as help or handle Administration Building mail distribution when needed.
21. Maintain a procedures manual for this position, review annually and submit any revisions to supervisor at time of evaluation.
22. Regular attendance is an essential function of this position.
23. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, general business training and related accounts payable experience preferred.
2. Strong knowledge of accounts payable and bookkeeping procedures preferred.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Proficient computer skills including word processing, spreadsheets and database.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. While performing this job, the employee is required to:
 - a. Use hands to finger, handle, or feel objects, tools or controls and talk or hear;
 - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
 - c. Have specific vision abilities to include close vision and the ability to adjust focus;
 - d. Subject to inside office environmental conditions with moderate noise level;
 - e. Have the ability to lift and/or move up to 25 pounds; and
 - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT:

1. 12 months per year; 8 hours per day.
2. Salary and benefits according to the negotiated agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

VERIFICATION:

The undersigned have read and concur with the information contained in this position description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved: _____ Date _____

The Hazleton Area School District is an equal
opportunity employment, educational and service organization.