

# job description

BOARD OF EDUCATION  
DENVER

Position: Confidential Secretary - Accounts Payable Bookkeeper

Responsible to: Board Secretary/School Business Administrator

- Qualifications:
1. High School Diploma with at least some business courses. Business school background desirable.
  2. Minimum two years of successful accounts payable and related experience.
  3. Proficiency in bookkeeping, computer usage, budget administration and account reconciliation essential. Some GAAP accounting knowledge preferred.
  4. Must have good communications skills, be well organized and be attentive to detail.
  5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Terms of Employment: 12 Months as per Work Rules

Goal: Handles all aspects of the accounts payable and budget record keeping functions in an accurate and timely manner. Assists in the administration of the school district's budget and in the maintenance of all accounting records.

Duties and Responsibilities:

1. Prepares and encumbers purchase orders.
2. Verifies invoices, vouchers, and receiving copies for accuracy before processing for payment.
3. Enters all data into computer.
4. Maintains vendor files.
5. Responds to vendor and staff inquiries.
6. Maintains records/purchase orders and invoices.

7. Ensures compliance with all purchasing laws in regards to back-up for purchase orders.
8. Prepares and processes payments on a current basis.
9. Prepares monthly (or as needed) bill list, budget report, financial reports and when necessary, the board secretary's report.
10. Prepares periodic vendor, appropriation, general ledger, and other miscellaneous reports as required.
11. Files all records/purchase orders and invoices.
12. Must be proficient with computerized budget and accounts payable system. Communicates effectively with the software vendor to ensure system is up-to-date and running smoothly.
13. Maintains computer data backup.
14. Participates as needed in the annual audit.
15. Shares office space with other confidential secretaries and provides backup as necessary.
16. Assists the Business Administrator and Superintendent in preparing materials used in labor relations/contract negotiations.
17. Opens, sorts, and distributes inter-office and regular mail which includes access to other legal and negotiation matters.
18. Has access to files concerning negotiations.
19. Processes and proofreads negotiation materials.
20. Assists in preparation of various reports and materials for the use by the Board's negotiators in collective negotiation.
21. Assists in preparing materials for Board Meetings (packets) which may contain background information which involve confidential labor relations matters, including the Board's own potential and actual proposals.
22. Assists with special projects and performs other duties as required by Supervisor.

Adopted: **June 1, 2009**