

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Accounts Payable-MARSS Coordinator

JOB SUMMARY: Supports the Director of Finance in properly accounting for the district's student enrollment and funds.

REPORTS TO: Director of Finance and Operations

LOCATION: District Office

MAJOR JOB DUTIES:

1. Works to accomplish the district mission and focus on achieving the district goals while promoting a positive image of the Foley Public Schools and Community Education programs internally and externally.
2. Serves as MARSS coordinator – collects the data, manages database, and maintains all state mandated reporting information through the MARSS system. Stays current with changes in the MARSS student reporting system. This includes open enrollment, and special education tuition billing after each MARSS run.
3. Checks and codes all requests for district checks that need to be paid. Helps build UFARS codes in SMARTFinance as needed to comply with regulations. Reviews chart of accounts.
4. Cross trained in payroll system. Helps with coding to assist the Director of Finance with preparing payroll information for budgeting purposes.
5. Tracks custodial and food service uniform allowance on spreadsheet and okay before sending to payroll to be entered. Sets up new fixed assets into Smart HR.
6. Responsible for the details of accounts payable procedures including reviewing statements for proper charges, notifying the vendor when there is a problem, ensures all supporting information is on file prior to payment, enters data, prints checks, and prints registers.
7. Reconciles district financial accounts (MSDLAF, PMA/MNTrust, Construction Fund, Scholarship account, and Student Activity Account). Reconcile Main Checking account with Director of Finance.
8. Prepares and enter monthly Journal Entries
9. Back up for Payroll to enter payroll time sheets for each payroll period.
10. As directed, establishes computer spreadsheets, determines proper formulas for tabulation of information, and inputs data monthly for maintenance of current records. This includes expense side of cash flow, Benchmark from Excel Costs, and East Side Oil transportation costs.
11. Responsible for the detail work involved in maintaining the activity accounts including processing purchase orders, Voucher payments, Purpose Form, List of Officers, and Meeting Minutes.
12. Maintains Fixed Asset Record Keeping of the district through SMART Finance.
13. Assists with fiscal year end closing related to annual audit, uploads information, and files all data related to year end.
14. Assists with research projects that may be related to negotiations and payroll.
15. Prepares Finance Board Packet for monthly board meetings.
16. Assists with training of staff on SMART Finance specifically on purchasing process.

17. Keys the food service journal entry and gives to Director of Finance for approval before filing away.
18. Serves on various committees: Health & Safety, Insurance, etc.
19. Works on various projects with the Director of Finance, including budgeting and special education.
20. Performs other duties as assigned.

Qualifications including Education/Skills/Training Required:

- Minimum of 4 year accounting/finance/business degree
- Knowledge of Uniform Financial Accounting Records System (UFARS)
- Working knowledge of the MN Automated Reporting Student System (MARSS)
- Experience with various software programs with an emphasis in Excel
- Preference of accounts payable and bank reconciliation experience.
- Preference for experience with SMART Finance and SMART HR
- Preference for previous K-12 school business office experience, working with payroll, special education funding, etc.

Physical Demands of the Position:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach, push or pull with hands and arms to manipulate objects, tools or controls; climb or balance; and bend, stoop, kneel, squat or crouch. The employee must frequently lift and/or move up to 10 pounds and up to 25 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

Bargaining Unit: Individual Contract

Approved by Foley School Board on April 10, 2017.