

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title:	Business Services Specialist	Wage/hour status:	Nonexempt
Reports to:	Director of Business Services	Clerical/Technical Pay Grade:	6 (226 Days)
Dept./School:	Business-Finance & Operations	Date Revised:	08/08/2024

Primary Purpose:

Work under close supervision to manage accounting records and handle accounts payables in line with standard operating procedures. The role also includes assisting with the procurement of materials and equipment, following established purchasing guidelines to process bids and purchase orders. Additionally, the position requires providing support for the payroll division by preparing, compiling and processing various payroll reports for the district, including time sheets, account reconciliations, with moderate supervision to ensure payroll records are accurate and prepared in accordance with set procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to maintain accurate and auditable records

Ability to use personal computer and software for processing in Word, spreadsheets and databases

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively

Ability to analyze and organize a complex filing system of bid-related documentation

Effective organizational, communication, and interpersonal skills

Experience:

Two (2) years accounting or related business services experience at clerical level

Major Responsibilities and Duties:

Accounts Payable

1. Receive and process timely payment of all accounts payable invoices, and match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments prior to payment.
2. Maintain accurate records of accounts owed, monitor account balances on an ongoing basis, detect and resolve problems with incorrect orders, invoices, and shipments.
3. Develop and implement procedures to ensure timely and accurate processing of all accounts payable invoices, requisitions, purchase orders, etc.

4. Review and process payment of invoices including account coding, computing discounts, rebates, and credits.
5. Review accuracy and process department payables including travel requests, credit card purchases, and food service orders.
6. Work with administrators, principals, directors, and staff regarding accounts payable to obtain and document supporting information for expenditures.
7. Perform various banking transactions including funds transfers, ACH payments, Positive Pay payments, check inquiries, bank statement downloads, and check canceling.

Purchasing

8. Assist staff in preparing, processing and coding purchase orders, verifying available funds and authorizations before purchase transaction, and maintaining accounts.
9. Assist with the preparation and processing of bidding documents, including notice and instruction to bidders, specifications, and proposal forms to comply with applicable laws, policies, and regulations.
10. Contact vendors to check on supply and equipment availability, invoices, purchase orders, contracts, and other issues as directed.
11. Detect and resolve problems with incorrect purchase order balances, invoices, and shipments.

Payroll

12. Accurately prepare, compute and process district payroll timesheets and other payroll information for the payroll division following established procedures.
13. Receive and audit time sheets for all district employees and provide support as needed to calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
14. Prepare and process bank funds transfers, facilitate payroll liability payment transactions for wage garnishments such as child support division, and other third-party transactions.
15. Assist with processing payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.
16. Respond to requests from financial institutions regarding verification of employment.
17. Assist as needed with maintaining district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.

Clerical/Data Entry

18. Review and input data into accounting system including posting adjusting journal entries prepared by accounting staff or the payroll division.
19. Prepare and maintain vendor database, bidder lists, vendor files and setup new accounts.

Records and Reports

20. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
21. Compile, maintain, and file all reports, records, and other documents as required including financial and budget reports; maintain payroll and related files such as payroll records, absent-from-duty reports, service records, and all applicable auditable records.
22. Maintain accurate and complete business and finance records as required by board policy, administrative regulations, Texas Education Agency (TEA) requirements and/or other governing agencies.
23. Prepare or process various reports for monthly, quarterly and/or annual filing to comply with local, state and federal regulations including external audit.

Other

24. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported; conduct periodic trainings on business processes for district staff.
25. Receive incoming calls, answer questions, and direct customers to the appropriate department/campus personnel.
26. Follow district safety protocols and emergency procedures.
27. Maintain confidentiality of information, and positive and effective working relationships with co-workers, supervisors, and all district staff to promote excellent customer service across the district.
28. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.