

SPECIAL BOARD MEETING
Monday, March 29, 2021 6:00 PM

Elementary Library
600 Cedar St
New Berlin, IL 62670

Agenda

- I. Call to Order
- II. Adjustments to Agenda
- III. Approve Early Graduation Requests for two (2) students
- IV. Approve the Job Description for Accounts Payable Clerk
- V. Executive Session - For the purpose of:
Speaker(s): Board President
 - A. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine validity. 5 ILCS 10/2(c).*
Speaker(s): Board President
- VI. Public Comment (*Policy 2:230*)
- VII. Adjournment

Join Zoom Meeting:

VIII.

<https://zoom.us/j/99161795889>

Meeting ID: 991 6179 5889

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IX. Meeting ID: 991 6179 5889

Find your local number: <https://zoom.us/u/ac8Flk5J1Z>

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: Accounts Payable Clerk

Qualifications:

1. At least two years of experience in an office setting that handles accounting, payroll, or human resources.
2. Ability to maintain good working relationships with fellow employees.
3. Ability to work under tight deadlines and maintain accuracy of work.
4. Ability to understand and follow basic oral and written instructions.
5. Professional image, actions, communications and working relationships are required at all times.

Department: Business Office
Location: District Office
Reports To: Chief Financial Officer
FLSA Class: Non-Exempt
Revised Date: 03/29/21

Job Goal: The Accounts Payable Clerk is responsible for processing accounts payable and performing other necessary procedures/duties associated with account payable and/or related fiscal functions.

PERFORMANCE RESPONSIBILITIES:

1. Review, compile and process all necessary information to prepare the school district's routine accounts payable to include all schools, IT, Food Service, Maintenance and special education
2. Check invoices for proper approvals and receipt of goods
3. Prepare purchase orders and invoices for processing and payment, match all invoices with purchase orders, check price extensions, discounts, account numbers, and amounts to charge to each account
4. Prepare warrants for all District disbursements. Prepare, verify, and distribute checks for payments. Transmit ACH file to the bank
5. Maintain vendor files for the District (file paid invoices, create new vendor files, perform year-end close procedures, and prepare files for the new year)
6. Review monthly vendor statements for past due invoices and take necessary actions
7. Analyze purchase orders over 60 days old and follow up on status
8. Research issues, respond to questions and aid staff regarding purchase orders and vendor transactions
9. Train and support school administrative assistants and other staff members on the use of the accounts payable and student activity module software, prepare and issue regular correspondence to keep them informed of changes and/or to ensure consistency of reporting
10. Maintain fixed asset records in coordination with the Financial Manager and other school staff
11. Prepare petty cash checks, deposits, and maintain check register for petty cash account
12. Process, collate, and distribute 1099 forms required by state and federal regulations
13. Bill, collect and track payments of tuition for all non-resident students in accordance

with district policy

14. Invoice other accounts receivable as necessary, including field trips and building rentals
15. Provide front office coverage when necessary or assigned
16. Coordinate and process yearly unclaimed property reporting to the State of Illinois
17. Facilitate acquisition of school Student Activity account activity, conduct internal review of Student Activity account records in conjunction with other accounting staff and disseminate review results to the schools
18. Exhibit commitment to School District's Vision Plan

TERMS OF EMPLOYMENT:

Salary and work year in accordance with recommendations established by the Superintendent of Schools and immediate supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and Evaluation of Support Services Personnel by the Superintendent.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____