



*Easton School District No. 28*  
PO Box 8  
1893 Railroad Street  
Easton, Washington 98925  
(509) 656-2317 Fax (509) 656-2585

## **Easton School District #28**

### **Accounts Payable/Human Resources**

**Position Title:**

- Accounts Payable/Human Resources

**Closing Date:**

- Open until filled

**Reports To:**

- Reports to and receives direction from the business manager, Superintendent/Principal

**Summary:**

The Accounts Payable portion is responsible for performing accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions. Example of duties, but not limited to: prepare and perform check runs, assemble, review and verify invoices and check requests, reconcile accounts payable transactions, correspond with vendors and respond to inquiries. Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions.

The Human Resources portion is responsible for the maintenance of personnel files, publicizing open positions, working with the administration to make sure all requirements for employment are met.

**Main Job Tasks, Duties and Responsibilities (AP and HR)**

- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions
- Prepare analysis of accounts
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- correspond with vendors and respond to inquiries
- Produce monthly reports
- Assist with month end closing
- Provide supporting documentation for audits
- Maintain accurate historical records
- Maintain confidentiality of organizational information
- Maintains, recruits both certificated and classified staff for open positions.
- Maintains HR files
- Coordinates applications for open positions
- Maintains new staff paperwork and introduction to the district.
- Completes other duties that may be reasonable due to the nature and business of a small, rural district.

## **Key Accounts Payable Skills and Competencies**

- **Organizing and prioritizing**
- **Attention to detail and accuracy**
- **Confidentiality**
- **Judgment**
- **Communication skills**
- **Vendor relationship skills**
- **Information management skills**
- **Problem analysis and problem-solving skills**
- **Team work**
- **Professional integrity**
- **Ability to meet deadlines**

Go to the Easton School website: <https://www.easton.wednet.edu> to complete a Classified application and comply with the requirements of the full job description.