

Mississippi Schools for the Deaf and the Blind

JOB TITLE: Accounts Payable/Accounts Receivable Accountant

SALARY: Based on Experience

WORK DAYS: 240 Days - 12 Month Employee

REPORTS TO: Chief Financial Officer

POSITION OVERVIEW

The Accounts Payable Accountant is responsible for payments to vendors in an efficient, timely, and accurate manner. This position works with the Chief Financial Officer, as well as other business office personnel.

JOB RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

Essential Functions

- Performs a variety of financial activities related to the accurate processing of payment for approved invoices, travel request, and contract payment.
- Match invoices to pay in check runs. Route invoices for necessary approval if no receiving document.
- Prints, process, and mail accounts payable checks including travel reimbursements.
- Prepares monthly claim docket for submission to the superintendent for approval.
- Identifies discrepancies in utility bills from month to month and alert the Finance Director of possible problems.
- Maintains and updates the vendor file and approves proposed vendors.
- Coordinates with vendors to answer questions, research, and resolve issues concerning payment of invoices.
- Sends W9 vendors a 1099 annually and report all 1099's to Federal and State agencies complying with deadlines.
- Reconciles vendor statements on a monthly. Conducts research of district and/or vendor records as needed to correct errors. Obtains missing invoices. Researches and review district accounts for duplicate payments.
- Reviews the Aged Open Invoice report on a monthly basis for aged invoices that need to be paid.
- Reviews the Open Purchase Order Report for the validity of the purchase orders and recommends the closing and finalization of purchase orders.
- Responsible for delivering all daily deposits to the bank in a timely manner.
- Attends trainings as requested for professional development. Provides in-service training and workshops for district staff as needed.
- Maintains current listings of insurance carriers, bond coverage service agreements.
- Apply for necessary tags on all vehicles from Mississippi State Tax Commission when necessary.
- Performs other duties as assigned by the Chief Financial Officer

Minimum Qualifications

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the demonstrated experience required.

- Associate's degree (or equivalent in earned course credits) from an accredited two or four-year university in Accounting or Business Administration and three years of experience in an accounting or payroll-related field.
- High integrity with natural ability to handle sensitive and confidential information responsibly.
- High level of proficiency in computer use and Microsoft Office applications.
- Ability to work independently and as part of a team in a fast-paced environment.
- Ability to use independent judgment and research payroll-related information.
- Excellent problem-solving skills and strong attention to detail.
- Excellent analytical, interpersonal and oral/written communication skills.
- Excellent time management skills; ability to work under pressure, multitask and meet strict deadlines.

Preferred Qualifications

- Bachelor's degree from an accredited four-year university in Accounting or Business Administration and five years of experience in an accounting or payroll-related field.
- Comprehensive understanding of general payroll laws, policies, practices and principles.

APPLICATION PROCEDURES:

Interested individuals who meet minimum requirements should send resumes to Alison Bradford at abradford@mdek12.org or via mail to the address below:

Mississippi Schools for the Deaf and the Blind
Attn: Human Resources
1403 Eastover Drive
Jackson, MS 39211

APPLICATION DEADLINE:

The deadline for submission of application/resume is June 18, 2021. Candidates selected for an interview will be contacted via phone or email.