

JOB POSTING – Accounts Payable

Full-Time with benefits | Wages per classified wage scale | Starting date: ASAP

Work hours Monday through Thursday, 7:00 am to 4:30pm

QUALIFICATIONS & SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Education:* High school diploma; preference may be given to applicants with experience and/or college education
- *Language Skills:* Knowledge of business English, spelling, and punctuation, with the ability to prepare routine letters and communications
- *Mathematical Skills:* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- *Other Skills and Abilities:* Knowledge of computer systems such as Windows, Microsoft Office, Google Drive, and other data management systems; knowledge of accounts payable process, including purchase orders, invoices, etc.; Ability to establish and maintain effective working relationships with staff, vendors, and the school community, and maintain strict confidentiality of staff and student information; Good organizational skills.

PERFORMANCE RESPONSIBILITIES:

- Process, prepares, and maintains Accounts Payable and Purchasing in the district's accounting system
- Compile data and prepare for 472 for reimbursement for technology funds for E-Rate program
- Maintain In-lieu-of-Transportation records, correspondence, and payments
- Reconcile cancelled payroll and accounts payable checks within district's accounting system
- Keep inventory copies and information of new, moved, and deleted equipment (provided by employees_ district-wide for the inventory company and the annual audit
- Prepare and process 1099s at year-end for the district
- Assist with Federal, State, and Local audits as needed
- Responsible for maintaining School Accounting systems (SBAA) set up and assisting staff with SBAA as needed
- Performs usual office routines and practices associated with a busy, yet productive and smoothly run office, and assists where necessary
- Performs other duties as may be assigned by the superintendent or business manager

Any BCSD staff interested in transferring to this position should submit a "Request for Transfer" form to the District Administration Office on or before 3/25/2026.

Posting Date: 3/18/2026.

Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.