

**Laramie County School District #2**  
**Fall 2005**

**Title:** Accounts Payable Specialist

**Qualifications**

1. High School graduate.
2. Training or experience in working with computerized accounting programs.

**Terms of Employment:**

1. 260 days
2. Designated by notice of assignment.
3. Classified salary schedule

**Reports to:** Business Services Director

**Essential Functions:** Federal Funds

1. Set up fund grants for the district.
2. Process federal fund purchase orders for monthly payment.
3. Maintain financial records for federal funds received and provide federal fund expense/revenue reports for administrators.
4. Request federal funds from the State of Wyoming on a monthly basis.
5. Post federal fund cash receipts on the accounting system on an on-going basis.

General Funds

1. Process general fund invoices for monthly payment.
2. Make journal entries and cash deposits on system for all funds and maintain bank account files and help with bank reconciliations.
3. Prepare checks for monthly mailing.
4. File general fund vouchers monthly.

Fixed Assets

1. Enter fixed assets on accounting system.
2. Issue physical equipment tags for fixed assets located in district.

Fuel Taxes

1. Process gasoline and diesel tax refunds monthly to be submitted to the Wyoming Department of Transportation.
2. Maintain records of fuel tax refunds.

### School Lunch

1. Enter school lunch invoices on computer.
2. Maintain school lunch vendor files.
3. Write and dispense school lunch checks and reports each month.
4. Prepare school lunch reimbursement reports for the State Department.
5. Prepare meal count report for contract billing.
6. Post receipts for school lunch account.

### Other

1. Perform other duties as assigned.