



# Limestone Charter Association

## JOB DESCRIPTION

### Accounts Payable Specialist

#### JOB GOALS:

The Accounts Payable Specialist is responsible for providing financial and administrative support including processing accounts payables from various departments accurately and timely for payment, ensuring all LCA procedures are followed, providing support by assisting with fiscal transparency, procurement/procurement card, reconciling various accounts, and providing backup support to other Finance and LCA personnel.

#### REPORTS TO:

Deputy Superintendent of Finance

#### PERFORMANCE RESPONSIBILITIES:

- Process all invoices, reimbursements, and all vendor payments on a weekly basis to include, filing of all required state tax payments, annual 1099s, and maintaining vendor files.
- Provide support during audit.
- Maintain all vendor files and documentation thoroughly and accurately after weekly check run, in accordance with policies and procedures. Post to website all transparency reports. Assists with Finance website requirements.
- Assist with processing payables, positive pay, and other banking transactions.
- Assist Director of Finance with preparation of journal entries and other required filings.
- Performs routine clerical tasks as required, including but not limited to preparing reports and correspondence, copying, and filing documents.
- Performs other duties as assigned by the Director of Finance.

#### Desired qualifications for applicants applying for this position are as follow:

- Associates degree in Accounting/Bookkeeping, technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in accounting or a closely related field or related field experience required. Substitution of training and specialized experience in SC School Finance will be considered.
- Strong organizational skills, time management skills and self-paced with a strong work ethic required-this is a remote position.
- Ability to work independently with minimal supervision in a fast paced/team centered environment.
- Strong working knowledge of Microsoft Excel and Word required.
- Excellent oral and written communication skills and must be able to communicate in a professional manner.
- Strong working knowledge of Microsoft Excel and Word required.