



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Accounts Payable Analyst
Payroll/Personnel Type:	12 Month
Job #:	8876
Reports to:	Fiscal Control Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Accounts Payable Analyst maintains and analyses activities in the accounts payable function in support of the District's activities, functions, and programs; ensures timely payments of vendor invoices and expense vouchers; maintains accurate records and control reports; recommends improvements to accounts payable processes; assists school and department staff with accounts payable needs and performs related duties as assigned.

Essential Functions:

- Maintain and prepare vouchers for all processes and record all invoices
- Coordinate with various departments and maintain records for account payables
- Perform month end closing and audits for various accounts
- Assist Finance teams on various projects
- Administer all expenses, monitor reimbursements and ensure work according to expense procedures
- Maintain records of all transactions and update Financial System as needed
- Analyze key metrics and prepare appropriate documents
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to utilize computer software proficiently
- Demonstrated proficiency performing data analysis to support business decisions
- Strong customer service skills

Experience:

- Three years' experience in accounts payable or related field

Education:

- Bachelor's Degree in Finance, Accounting, or related field or 5-7 years of experience with some administrative responsibilities

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:



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