



T U L S A

PUBLIC SCHOOLS

Job Title: Purchasing AP Lead

Department: Finance, Materials Management
Reports To: Director, Materials Management
Grade: CA-13
Number of Days: 12 Months
Security Access: ESC
Current Date: April 2, 2013
Overtime Status: Non-Exempt

Job Objectives: Achieve three way match (PO, Receipt, Invoice) to complete procurement transactions, guide users in system functionality and perform as lead for Purchasing invoicing staff.

Minimum Qualifications:

- Junior college hours or equivalent experience
- More than 8 years, basic accounting

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Lead for AP invoicing staff, aid users in navigating the system. Interpret financial system payment procedures to vendors and sites. (30%)
- Reconcile PO's, Invoices and Receiving entries for each purchase. Enter, adjust and modify PO/Invoice within on-line financial system as necessary to authorize proper payment amount. Recognize and honor payment terms, including overriding standard payment terms when appropriate. (30%)
- Research and resolve system user issues, log calls regarding system processing inconsistencies, identify trends and refer as appropriate to Support Help Desk. (20%)
- Assume responsibility for timely vendor performance; expedite and follow-up thoroughly as appropriate; monitor and interpret aging reports and take appropriate action; develop correspondence/communication with vendor sales and accounting personnel (10%)
- Reconcile monthly statements to resolve past due and unidentified items (5%)
- Determine the need to return incorrect/duplicate shipments; obtain proper authorization from vendor; coordinate instructions with vendor and TPS personnel; follow through without supervision or direction until issue is resolved and credit received and entered. (5%)

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Accounts payable.
- Good purchasing and accounting skills, MS Office/Excel, 10 key proficiency, excellent interpersonal and public relations skills
- Extensive knowledge of financial system software.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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