

Hadley Public Schools

Anne S. McKenzie
Superintendent
413-586-0822

125 Russell Street
Hadley, MA 01035
413-582-6453 (fax)

Accounts Payable Specialist **Part time – 15-20 hours per week flexible**

Qualifications:

- One year of prior accounts payable experience preferred
- Ability to work as part of an office team.
- Ability to maintain a high degree of confidentiality.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Responsibilities:

- Maintain a complete and systematic set of records and all financial transactions of the district electronically in the general ledger.
- Prepare weekly expense warrants for review and processing by Town Accountant.
- Oversee and maintain vendor accounts.
- Track all grants expenses in Excel templates to ensure adherence to budgets.
- Ensure purchases have followed district procurement policies.
- Run and (electronically) distribute expense reports as requested to reflect financial condition of departments in a timely and thorough manner.
- Process all purchase orders in a timely fashion and follows up with staff and vendors when data is missing/incorrect. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
- Balances district expenditures with the Town Accountant on a monthly basis.
- Operate computers, calculators, copiers and fax machines.
- Maintain paper files and filing system.
- Perform all other office-related duties as assigned.

If qualified, please send cover letter, resume and a list of 3 references to:

email: jobs@hadleyschools.org

Superintendent's Office
125 Russell Street
Hadley, MA 01035

Equal Opportunity Employer

Hadley Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Desired applicant will demonstrate a commitment to creating diverse, equitable, inclusive, and [anti-racist](#) learning environments; and, will demonstrate an understanding of the Hadley Public Schools District [Strategy](#).

Posted in-house: 04/09/2024

Closing Date: Until Filled

cc: Kenneth Richards, HEA President