

ACCOUNTS PAYABLE PROCEDURE (ACC-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the manner in which the obligations of the school system are paid.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Checks: Warrants issued against funds deposited with the Montgomery County Trustee.
- 4.2 Other Obligations: Travel reimbursements, trips, utility bills, requisitions for payment (registration, dues, some of the subscriptions), certified vendor payments and other authorized obligations not created by purchase order.
- 4.3 Warrant Date: Accounts Payable date assigned to a payment for a check to be written. All checks for a given date are written together.

5.0 PROCEDURE:

- 5.1 If obligation is created by Purchase Order:

- 5.1.1 Accounting section receives numerical copy of Purchase Order Form (PUR-F001) from purchasing.
- 5.1.2 Numeric open Purchase Order file is created.
- 5.1.3 Goods or services are received by requesting party and entry made on PO Receiving File Maintenance Screen.
- 5.1.4 Invoice is received from vendor and stamp dated.
- 5.1.5 Payment is entered into computer system after reviewing receiver information and invoice. Invoice entry proof is printed and reviewed for accuracy.
- 5.1.6 Invoice entry proofs are submitted for posting and check preparation.
- 5.1.7 Checks are printed. Reports are prepared and distributed.
- 5.1.8 Checks are reviewed and distributed.
- 5.1.9 Documentation is filed.

- 5.2 If obligation is created by means other than a Purchase Order:

- 5.2.1 Goods or services are received or committed.

Accounts Payable Standard Operating Procedures

**Darlene Yee-Melichar, Cristina
Flores, Andrea Renwanz Boyle**



Accounts Payable Standard Operating Procedures:

Standard Operating Procedures for All Doctors Robyn Adkins, Leila Chambers, 2005 *Standard Operating Procedures for Primary Care Physicians* Robyn Freeman, Leila Chambers, 1997 **Assisted Living Administration and Management** Darlene Yee-Melichar, Cristina Flores, Andrea Renwanz Boyle, 2020-11-20

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Assisted Living Administration and Management Effective Practices and Model Programs in Elder Care 2nd Edition provides students and healthcare professionals with the most up to date and essential knowledge on assisted living and residential care This comprehensive text empowers current and future assisted living administrators to employ effective practices understand model programs and learn the necessary tools and tips to maximize the overall health safety and comfort of residents in their care Organized by domains of practice it also covers content information required to prepare for state based Residential Care and Assisted Living RC AL administrator certification or licensure exams The textbook is structured in five parts which instruct on how to build and manage effective assisted living and residential care communities beginning with Organizational Management and progressing through Human Resources Business and Financial Management Environmental Management and Resident Care Management The second edition includes six new chapters on evolving topics such as interprofessional practice home and community based services HCBS as alternatives to assisted living information and communication technology ICT LGBT issues memory care units and palliative and hospice care Chapters feature learning objectives case studies effective practices and more enabling students and healthcare professionals to evaluate analyze and synthesize information on how to best operate manage and lead assisted living communities Useful for any long term care and health management professional or student in the fields of gerontology health administration and long term care administration this comprehensive book covers the most crucial aspects of assisted living and residential care management the most abundant and fastest growing senior living line of service in the United States

Key Features Describes real life situations and challenges associated with Assisted Living Administration with pragmatic solutions which highlight the most effective practices and model programs in elder care Contains new chapters on interprofessional practice home and community based services HCBS as an alternative to assisted living information and communication technology ICT LGBT issues memory care units palliative and hospice care Highlights useful details on business and financial management including guidelines for marketing facilities and services important legal issues and terms and evolving public policy issues Incorporates chapters on environmental management with information on accessibility fire safety disaster preparedness universal design and aging in place and much more Emphasizes the importance of holistic resident care management by examining the biological psychological and social aspects of aging Prepares students to qualify and sit for the state certification or licensure examination as Assisted Living Administrators Includes access to the fully downloadable eBook and instructor resources

including a test bank **Standard Operating Procedures for All Dentists** Marsha Freeman, 2004-10 In the book and accompanying CD Marsha Freeman offers 314 standard operating procedures for the dental office including front and back offices bookkeeping hygiene job descriptions and performance agreements management marketing and related forms Book SOPs are replicated on the CD for easy modification printing and binder insertion The Three C's Mark A. Stone, 2013-12-18 The Three Cs provide you with a primer on how to build enhance and protect your career This primer is the product of what the author learned and what has been shared with hundreds of individuals on a one on one basis in recent years This plan of action characterizing connecting and communicating is not the best plan It is not the only plan It is just a proven plan Staff Accountant Interview Questions and Answers - English Navneet Singh, Here are some common Staff Accountant interview questions along with sample answers 1 Can you tell us about your experience with accounting software Answer I have extensive experience using various accounting software programs such as QuickBooks SAP and Microsoft Dynamics GP In my previous role at Previous Company I used QuickBooks to manage accounts payable and receivable perform bank reconciliations and generate financial reports I am proficient in navigating these systems and can quickly learn new software as needed 2 How do you ensure accuracy in your work Answer Ensuring accuracy is paramount in accounting I double check my work by reviewing entries for errors and reconciling accounts regularly I use automated tools and software features to cross verify data and highlight discrepancies Additionally I follow standardized procedures and checklists to maintain consistency and accuracy in my tasks 3 Describe your experience with preparing financial statements Answer In my previous role I was responsible for preparing monthly financial statements including the balance sheet income statement and cash flow statement I gathered data from various sources performed necessary adjustments and ensured all entries were accurate and complete I also reviewed the statements for any inconsistencies and presented them to management for review 4 Can you explain the difference between accounts payable and accounts receivable Answer Accounts payable refers to the money a company owes to its suppliers or vendors for goods and services received It is recorded as a liability on the balance sheet Accounts receivable on the other hand refers to the money owed to the company by its customers for goods or services delivered on credit It is recorded as an asset on the balance sheet 5 How do you handle tight deadlines especially during the month end close Answer I prioritize tasks and plan my workload effectively to meet tight deadlines especially during the month end close I break down the tasks into manageable parts and set internal deadlines to ensure everything is completed on time Effective communication with my team is crucial to ensure all necessary data is collected and reviewed promptly Additionally I remain flexible and adaptable to handle any unexpected issues that may arise 6 What steps do you take to keep up to date with changes in accounting regulations and standards Answer I stay current with changes in accounting regulations and standards by regularly reading industry publications attending webinars and training sessions and participating in professional organizations such as the American Institute of CPAs AICPA Additionally I follow updates from

regulatory bodies like the Financial Accounting Standards Board FASB and the International Financial Reporting Standards IFRS 7 How do you handle confidential financial information Answer Handling confidential financial information requires strict adherence to company policies and ethical standards I ensure that sensitive data is stored securely whether it s in physical files or digital format I only share information with authorized personnel and use encryption and password protection for electronic files Additionally I am always aware of my surroundings when discussing confidential matters and avoid disclosing sensitive information in public or unsecured environments 8 Give an example of a time when you identified a discrepancy in the financial records How did you resolve it Answer At Previous Company I noticed a discrepancy in the accounts payable records where a vendor invoice was recorded twice leading to an overstatement of expenses I investigated by cross referencing the invoice with the purchase order and delivery receipt After confirming the duplication I adjusted the entry in the accounting system and informed my supervisor of the correction I also reviewed and updated our invoice processing procedures to prevent similar issues in the future 9 How do you manage multiple priorities in your role Answer Managing multiple priorities requires effective time management and organization I start by identifying urgent and important tasks and prioritize them accordingly I use tools like to do lists and project management software to keep track of deadlines and progress Additionally I allocate specific time blocks for different tasks to maintain focus and efficiency Regularly communicating with my team and supervisors also helps in aligning priorities and ensuring that critical tasks are addressed promptly 10 Why do you want to work for our company Answer I am excited about the opportunity to work for Company Name because of its strong reputation in the industry and commitment to innovation and excellence I am particularly impressed by specific aspect of the company e g its corporate culture community involvement growth opportunities I believe my skills and experience align well with the company s needs and I am eager to contribute to its continued success and growth These sample questions and answers should help you prepare for a Staff Accountant interview by providing a comprehensive understanding of your skills and experiences Remember to tailor your responses to your specific experiences and the company you are interviewing with

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