

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

Robyn Adkins, Leila Chambers



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

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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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