



Best Practices for Accounts Payable Staff

The accounts payable function is an integral part of the business office. To effectively manage a budget and assure timely payments, boards of education and administrators rely heavily on the Accounts Payable Clerk to have systems in place to ensure that valid claims are paid. This workshop reviews the process in full and provides helpful tips on how to manage the workflow. Participants receive an overview of accounts payable processing including best purchasing practices, claims auditing, required documentation, maintaining files, and troubleshooting vendor issues.

Presenter: Aimee Skiff, President and CEO
Management Advisory Group of New York, Inc.

Date: November 14, 2018

Time: 8:30 a.m. – 11:30 a.m.

Audience: AP Clerks, Treasurers and Purchasing Staff

Fee: \$150

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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