

## **ACCOUNTS PAYABLE CLERK**

**TITLE:** Accounts Payable Clerk

**LOCATION:** Administrative Center

**SUPERVISOR:** Director of Business Services

**SUPERVISES:** N/A

### **JOB SUMMARY:**

Under general supervision of the Director of Business Services, effectively and accurately performs all tasks associated with accounts payable.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Receive
- Conduct research in District financial matters as directed by Finance Officer.
- Maintain reports and journals for District Records Detail Statement of Funds Accounts, Vendor Detail Report, Check Register, and Board Approved Payables.
- Maintain all Accounts Payable vendor files.
- Maintain office equipment supplies, copier, fax machines and printers for the entire district.
- Process all District cash reimbursements.
- Disburse District petty cash.
- Mail, fax, etc., approved purchase orders.
- Issue P.O. numbers and maintain Purchase Order files.
- Check and distribute incoming schools supplies.
- Maintain an inventory of district supplies;
- Maintain district student cumulative file catalog.
- Other duties as assigned by the Director of Business Services and/or Superintendent.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

High school diploma or GED.

Additional post-secondary work preferred

EXPERIENCE

Two years of full-time highly responsible experience in accounts payable and accounts receivables.

Training or course work in accounting, bookkeeping or business office management.

**OTHER SKILLS AND ABILITIES:**

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

**LICENSES/CREDENTIAL:**

**TERMS OF EMPLOYMENT:** Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.