**ACCOUNTS PAYABLE CLERK**

**QUALIFICATIONS:**

1. High School diploma

2. Minimum two years experience in accounting, bookkeeping or demonstrated competence in related field preferred

3. Good typing skills

4. Knowledge of computer accounting procedures preferred

5. Such alternatives to the above qualifications as the school committee may find appropriate and acceptable.

**DUTIES:**

1. Maintain accounts payable records

2. Process purchase orders

3. Review invoices and statements

4. Reconcile receiving tickets with invoices for proper payment

5. Research discrepancies in billing and take action to ensure correction

6. Assist in preparation of weekly bill warrants

7. Code transactions and process materials in preparation of data processing

8. Maintain a positive working relationship with Accounting and Purchasing Departments

9. Coordinate telephone inquiries between vendors and appropriate school department personnel

10. Maintain filing system

11. Route incoming mail to appropriate agencies

12. Perform other duties as assigned by the Financial/Computer Analyst

**REPORTS TO:** Financial/Computer Analyst

**TERMS OF EMPLOYMENT:** Twelve (12) months

**SALARY AND BENEFITS:** As appearing in the district secretarial contract