**Accounts Payable Clerk**

Department: Administration Building

Reports to: Director of Financial Services

Date:

**SUMMARY:** Processes accounts payable and maintains associated vendor and invoice files for the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

* Review, process and pay all authorized vendors. Ensure timely entry of data into automated system.
* Maintain files of paid and unpaid invoices and purchase orders.
* Assist with annual audit.
* Prepare, verify and distribute checks for various district funds.
* Respond to expenditure questions from district administrators.
* Prepare information in response to requests for payment histories.
* Respond to vendor inquiries regarding payment of invoice(s).
* Process all pre-paid checks for conference registration requests.
* Process refunds to bus drivers for meal allowances.
* Maintain petty cash for the administration building.
* Process 1099’s for year end reporting.
* Process and record early retirement/deferred compensation payments.
* Maintain W-9 file.
* Prepare spreadsheets on the computer.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school graduate or equivalent with three years accounting/bookkeeping experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with vendors, staff and/or community members.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer, mainframe and related software. Must have experience in working with spreadsheets. Ability to develop effective working relationships with students, parents, staff and/or community members. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position demands meeting deadlines with severe time constraints.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*