**Accounts Payable/Purchasing Clerk**

Reports to: Supervisor of Accounting

Annual Salary Range: $\_\_\_ plus comprehensive employee benefits package

Qualifications:

* Associate’s degree in Accounting preferred, or equivalent skills and/or experience
* Proficient in spreadsheet software application *Microsoft Excel.* Basic skills using e-mail and using word processor application *Microsoft Word.*
* Good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making
* Ability to develop effective working relationships with fellow staff persons and the school community
* Ability to perform duties with awareness of all district requirements and Board of Education policies
* General Office Experience – including 10 key adding machine, filing, and telephone manners
* Ability to summarize financial and/or numerical data and prepare various reports including accountings and purchase orders with mathematical accuracy

Partial Duties:

* Serve as the computerized purchasing system coordinator for all remote building level personnel
* Convert electronic purchase requisitions submitted from building level staff into purchase orders, verifying approvals in doing so
* Facilitate the purchase of goods via competitive bidding, informal quotations, and negotiation
* Maintain information on school building master supply order and distribute to principals and department heads annually
* Process invoices for payment, after verifying all conditions are met including satisfactory delivery and billing
* Monitor listing of all open purchase orders and actively seek disposition by consulting with various district personnel and vendors if necessary
* Prepare voucher check listings for each weekly check run, and compile a master list on a monthly basis for review and approval by the Board of Education
* Prepare applicable year end reports and assist in the preparation of documents for the school district’s annual independent audit
* Assist the Supervisor of Accounting in performing general accounting functions as needed
* Serve as a relief operator for the Central Office Receptionist on a rotation basis with other business office personnel
* Perform and/or assist in other duties as assigned by the Supervisor of Accounting or Business Manager

Effective Date: