

Accounts Payable Clerk

Dept/Div: Business Office/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work processing accounts payable payments, preparing and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Business Manager.

Qualification Requirements

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

Essential Functions

Reviews and files purchase orders.

Receives and gathers invoices, statements, packing slips and order confirmations.

Prepares and processes payroll related vendors payments.

Completes data entry in accounting system to maintain accurate payment records.

Processes student activity check requests.

Submits financial data to the Business Manager for approval.

Collects, organizes, and verifies totals for timecards and timesheets; enters and validates timecard entries.

Reviews, verifies, organizes, and processes all employee reimbursement, such as mileage, conferences, etc.

Enters fixed assets into the District's financial system.

Processes payroll checks to vendors; provides various payroll related reports and data.

Reviews and follows up with vendors to ensure all invoices have been received, paid and encumbrances are closed prior to fiscal year end.

Assists the Business Manager in preparation for the audit.

Knowledge, Skills and Abilities

General knowledge of governmental accounting principles and procedures; thorough knowledge of federal and state fiscal regulations and procedures relevant to school program funding; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; general skill in the use of standard computer equipment and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED with coursework in accounting, or related field and moderate experience working in a financial accounting, or equivalent combination of education and experience.

Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken

Accounts Payable Clerk

word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable financial software training will be provided within six (6) months of hire.

Last Revised: 5/15/2020