

ACCOUNTS PAYABLE CLERK

DEFINITION:

Under the direction of the Director of Business and Psychological Services, performs all levels of activities related to the accounts payable function, and other related work as required.

REPRESENTATIVE DUTIES:

- Perform various tasks related to acquisition of goods and services for the benefit of the district. Contact vendors to obtain products and resolve problems. Act as intermediary between vendors and staff.
- Perform accounts payable related tasks on the accounting system.
- Process requisitions for purchase orders and verify compliance with district procedures, including appropriate administrative approvals have been obtained.
- Processes invoices and related documents for payment and maintain files of accounts payable transactions.
- Audit invoices and claims prior to payment by verifying mathematical calculations, and receipt of goods and services. Coordinate return of goods to vendor for credit.
- Prepare report of purchase orders and pay vouchers for approval by the Board of Education.
- Update product price on warehouse inventory system from invoice.
- Update and revise district forms related to accounts payable.
- Analyze expenditures for Director of Business and Psychological Services to monitor costs.

MINIMUM QUALIFICATIONS:

Employment Standards:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

Knowledge of:

- Accounting and financial record-keeping principles related to assigned duties.
- Knowledge of district procedures and protocols, and federal and state laws and regulations relating to job responsibilities.
- Modern office practices and procedures, and equipment, including computer, typewriter, and calculator.
- Make mathematical calculations with speed and accuracy.
- Appropriate telephone techniques and etiquette.
- Establish and maintain effective and cooperative working relations with staff and vendors.

Skill and Ability to:

- Perform responsible clerical work, including ability to spell correctly, to use proper English, and to make arithmetical computations
- Possess strong organizational skills and the ability to work independently
- Type at the rate of 50 words a minute from clear copy
- Follow written and oral directions

Working Conditions:

- Office environment

Physical Functions:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

Education and Experience:

High school graduate with coursework in business practices, and two years experience in maintaining financial records, preferably accounts payable. Prefer one year of experience in school district business office, or other governmental entity.

Work Year:

260 days, less earned vacation and paid holidays.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.