

**BUHLER USD 313 EDUCATIONAL SUPPORT STAFF
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTS PAYABLE CLERK

SUPERVISOR: Business Manager

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills and knowledge of school accounting procedures.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Ability to work with both vendors and customers in a friendly and courteous manner.
6. Positive attitude toward learning new skills and desire to continue career improvement

ESSENTIAL FUNCTIONS:

1. Manage and maintain the purchase order system to ensure the timely process of the Accounts Payable Department.
1. Process approved requisitions, and purchase orders, match purchase orders with corresponding invoices, and voucher purchase orders for payment in order to make timely district payments.
2. Balance the vouchers journal and all encumbered orders to cash summary to ensure accountability of district purchases.
3. Cut, distribute, and void checks as necessary in order to make timely payments and reimbursements.
4. Provide monthly reports to the Board of Education, so as to allow them to approve the monthly warrant for payment.
5. File and maintain all paid purchase orders and educational expense files to provide references for all archived purchases.
6. Maintain credit card or procurement card applications and approved state paperwork to allow administration to make purchases at local and online businesses.
7. Receipt and deposit all receivables on a weekly basis.
8. Post receipts on district's accounting system for the purpose of accountability within the district.
9. Balance receipt books and run monthly reports for the purpose of ensuring records are current and to provide an up-to-date reference and audit trail for compliance.
10. Provide enrollment spreadsheets for each school, making an accurate list of enrollment fees for each appropriate account.
11. Serve as Chair of the Classified Employee Communications Committee for its quarterly meetings.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 8/8/2016