



## **Job Description – Accounts Payable Clerk**

**Department:** Finance

**FLSA Status:** Non-Exempt

**Pay Grade:** 6

**Job Status:** Full time

**Reports To:** Director of Finance

**Work Days:** 225

### **POSITION SUMMARY**

Ensure that accounts payable data is collated and processed in a confidential and timely manner. The accounts payable specialist is also responsible for overseeing the posting of all ledger entries and cash receipts; and to assure the prompt and accurate processing of disbursements to vendors.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **SPECIAL KNOWLEDGE, SKILLS, ABILITIES**

- A working knowledge of bookkeeping procedures
- Must have a working knowledge of computer operations
- Requires a high degree of accuracy in the processing of disbursements
- Must possess excellent data entry skills
- Must be detail oriented but also be able to work in a fast paced environment
- Must have excellent oral communication skills and the ability to answer a multiple line phone system
- Must be able to work well with others and meet strict deadlines

### **ESSENTIAL FUNCTIONS**

- Reviews purchase requisitions to ensure that budget codes are appropriate for the item(s) being purchased, and follow financial accounting guides and district policies.
- Ensures that budgets being affected on purchases requisitions have sufficient balances to cover expenditures.
- Ensures that necessary information is maintained to ascertain which vendors are subject to 1099 reporting and generate 1099 forms.
- Processes disbursements to vendors based on reconciliation of invoices, purchase orders and receiving documents.
- Prepares all remittance information to be mailed with the checks.

- Maintains vendor files in alphabetical order with all unpaid purchase orders being current.
- Communicates with vendors in reference to purchase orders and invoices to ensure accurate payment to all vendors.
- Communicates with all campuses and departments to ensure timely and accurate payment to all vendors.
- Assists District staff and vendors in answering questions in reference to items ordered, budget codes, requisitions, policy and procedures.
- Maintains accurate accounting files and performs summer updates of the accounting system.
- Communicates with the bank for stop payments and check status periodically.
- Processes requisitions and purchase orders for manual checks and posts all manual checks.
- Assigns vendor numbers to requisitions and verifies accuracy of requisitions.
- Adds, updates and obtains vendor payment information to enter in the financial accounting system when necessary.
- Assists in the posting deposits, cash receipts, journal entries and budget transfers.

**Other Functions:**

- Predictable and regular attendance
- Work cooperatively with others
- Deal politely with members of the public
- Juggle several tasks at once
- Arrive to work on time
- Work on site
- Work in a stressful atmosphere
- Other tasks ad deem appropriate by District

**POSITION QUALIFICATIONS**

**Mental Demands:**

Ability to communicate effectively (verbally and written), interpret, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, instruct, and maintain emotional control.

**Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**Education:** Minimum High School Diploma (Bachelor's Degree Preferred)

**Experience:** Two years of accounting experience.

**Other requirements:** Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

**PHYSICAL DEMANDS**

Ability to lift and/or carry light weight (under 30 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, maintain visual acuity, some travel within the district and occasionally outside the district, may experience prolonged and irregular work hours, and work with frequent interruptions.

**WORK ENVIRONMENT**

Office environment with good working conditions.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.