



Title:	Accounts Payable Clerk
Reports To:	Director of Finance
Department:	Business Office
Status:	Non-Exempt
Terms:	226 Days / 12 Months
Pay Grade:	CP07

Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

Qualifications:

Education/Certification:

GED or High School Diploma

Special Knowledge/Skills

Knowledge of basic accounting procedures

Ability to use computer and software to develop spreadsheets and print reports

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively with employees and managers

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Strong organizational, public and interpersonal skills

Experience:

One-Year accounting related experience at clerical level preferred

Major Responsibilities and Duties:

Accounting

1. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
2. Detect and resolve problems with incorrect orders, invoices and shipments as needed.
3. Monitor all invoices to ensure prices are current with bid prices.

Data Entry

4. Input data into our accounting system.



Records and Reports

- 5. Prepare correspondence, forms, manuals, reports and payment authorizations following district standards and requirements.
- 6. Compile, maintain, and file all reports, records and other documents as required.
- 7. Maintain vendor files, set up new accounts, and make changes as they occur.

Other

- 8. Receive incoming calls, answer questions and direct calls to the proper party.
- 9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature

Printed Name

Date