



# Clerk III, Accounts Payable

<b>Reports to:</b>	Accounts Payable Manager III	<b>FLSA Status:</b>	Non - Exempt
<b>Department:</b>	Accounting	<b>Structure/Grade:</b>	Unified 114
<b>Division:</b>	Finance	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Processes invoices in compliance with established guidelines and ensures accurate payments to vendors, performing routine support and clerical duties under direct supervision as an entry-level individual contributor.

## Essential Job Duties

- Gathers and processes all records of expenditures for all contracted, non-contracted & non-DeKalb County schools and departments.
- Handles payment of all DCSD payables and reimbursements.
- Processes payments and prepares checks and invoices for internal and external vendors.
- Responsible for ensuring that invoices are processed using the correct cash accounts.
- Maintains good relationships with suppliers and contractors.
- Analyzes and reviews vendor statements to maintain compliance with the net 30-day payment policy
- Maintains essential data for state auditing purposes.
- Provides verification of processed invoices.
- Conducts staff assistance to End User (Initiating Department) to review accounts payable problems.
- Performs other duties as assigned.

## Qualifications

- High school diploma or GED equivalent required with a minimum three (3) years experience in bookkeeping/accounts payable or an equivalent combination of courses and responsible office/clerical experience required.

## Knowledge, Skills, and Abilities

- Knowledge of basic accounting principles
- Effective oral, written, and interpersonal communication skills
- Strong time management and organizational skills
- Good computer skills, including the ability to use all relevant software
- Effective relationship management skills



- Ability to operate basic office equipment
- Ability to conduct research.
- Ability to complete tasks that are typically basic in scope, on behalf of other professionals
- Ability to resolve problems within defined parameters
- Ability to follow clearly established processes

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

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

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 6/23/2026*