



Lincolnshire-Prairie View School District 103

JOB DESCRIPTION ACCOUNTS PAYABLE CLERK

REPORTS TO: Assistant Superintendent for Business

SUMMARY: Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

ESSENTIAL FUNCTIONS

- Perform day-to-day processing of accounts payable transactions to ensure that district finances are maintained in an effective, up-to-date and accurate manner
- Review invoices and check requests
- Sort and match invoices and check requests
- Prepare invoices for payment
- Process check requests
- Prepare and process accounts payable checks, wire transfers, and ACH payments
- Reconcile payments with supporting documents
- Monitor accounts to ensure payments are up-to-date
- Resolve invoice discrepancies
- Perform vendor file maintenance
- Maintain records of past accounts payable
- Correspond with vendors and respond to inquiries
- Prepare and distribute PCard statements
- Reconcile PCard statements
- Prepare and present PCard spending report by fund
- Produce monthly reports
- Prepare and distribute 1099's
- Assist with the preparation of the Annual Financial Report for state reporting and publication
- Research financial policies and procedures to ensure accuracy of reporting
- Effective verbal and written communication skills
- Operate computers programmed with software (including, but not limited to Microsoft Office, Google Suite, Powerschool) to record, store, and analyze information
- Understand and carry out complex oral and written instructions
- Communicate and work effectively with staff, community, and organizations
- Work on multiple projects with multiple deadlines concurrently
- Provide high attention to detail in performing duties
- Strong commitment to customer service

NON-ESSENTIAL FUNCTIONS

- Digitalize AP Records
- Assist in budget process as requested
- Open and distribute department mail
- Prepare analysis of accounts as requested
- Lift and carry boxes up to 50 lbs.



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- Perform duties with minimal supervision with an awareness of position responsibilities and district policies and procedures
- Develop specific goals and plans to accomplish goals
- Participate in meetings and professional development
- All other tasks as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Job related experience required

This job description is a guide and not an exhaustive list of all duties of the position.