

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

August 31, 2021

**Accounts Payable/Lead Account Clerk A
Finance Office
KSP Range 11 (\$32,464 - \$42,387)
12 Month-Full Time**

Scope of Responsibilities

Performs accounting and accounts payable functions for the School District. Communicates regularly with staff, vendors, and the public. Assumes leadership role in absence of the Accounts Payable Supervisor.

Performance Responsibilities

1. Receives, reviews, and verifies invoices with quantities and price information on the purchase orders.
2. Verifies accuracy of invoices, Payment Request Forms, Mileage Forms and Per Diem Payment Request, processes payment by entering data via computer on a weekly basis.
3. Processes and distributes checks weekly or as needed in the absence of the Accounts Payable Supervisor.
4. Communicates effectively with staff and vendors regarding account status.
5. Creates and updates spreadsheets monthly.
6. Maintains accurate voucher files and purges them on a yearly basis.
7. Prepares Accounts Payable files for year-end audit and assists auditors with paperwork and questions.
8. Designs and develops forms for Accounts Payable and district wide use.
9. Assists the Purchasing Department.
10. Sorts and distributes U. S. and inter-school mail.
11. Sends check files to the bank and verifies positive pay request from bank.
12. Processes stop payments via bank software.
13. Scans vouchers and invoices into the system.
14. Other duties as assigned.

Minimum Qualifications

1. One year of successful experience in an accounting office position.
2. High school diploma or its equivalency.
3. Advanced accounting classes.
4. Ability to use the computer and 10-key calculator with speed and accuracy.
5. Proficient in the software programs utilized in the department (Excel, MUNIS, Word, Google Suites).
6. Ability to work with confidential and highly sensitive information.
7. Ability to organize and prioritize work to meet weekly, monthly, and yearly deadlines.
8. Ability to communicate well and exercise skill in human relations.
9. Must be able to work independently and work under pressure.
11. Demonstrated evidence of leadership ability.
10. Evidence of a desirable work record (low absenteeism, flexibility, good performance).

Please apply online at www.kpsjobs.com

Open Until Filled

Kalamazoo Public Schools is an Equal Opportunity Employer