Job Title: Accounting AP Clerk
Position Code: Classified
Job Classification: Exempt

Supervisor: Director, Finance
Pay Grade: 14A
Days per Year: 240 Days

Position Overview:

Under the direct supervision of the Director of Finance, performs accounting, bookkeeping, data processing and clerical duties.

Essential Job Functions:

- **General Duties**
  - Stamp and sort mail on assigned days
  - Perform general administrative duties and other responsibilities as assigned
- **Vendor Payments**
  - Process all check requisitions, stamp and code invoices and purchase orders assigned
  - Review all invoices for compliance with Board and Procurement policies
  - Key payment data into financial software and scan/index documentation into electronic filing software
  - Print check proof and review for any necessary corrections
  - Give check proof and documentation to the Director of Finance for review
  - Submit approved check proof to Business Systems Coordinator to print checks in accordance with the Accounts Payable Schedule
  - Prepare vendor AP checks for mailing, reconcile payments with remittances, and file related documentation
- **Travel**
  - Review Travel Claim forms for accuracy, completeness and compliance with Board and Procurement policies
  - Key payment data into financial software and scan/index documentation into electronic filing software
  - Print check proof and review for any necessary corrections
  - Give check proof and documentation to the Director of Finance for review
  - Submit approved check proof to Business Systems Coordinator to print checks in accordance with the Accounts Payable Schedule
  - At month end, review all outstanding/unpaid Travel Claim forms
  - Contact appropriate persons requesting forms be submitted
- **Utility Bills (District and individual schools)**
  - Receive and review telephone, electricity, gas, water, sewer and garbage bills, as assigned
  - Stamp and code bills with account numbers and maintain them in Excel spreadsheets
  - Maintain correspondence with utility companies concerning payments, billing addresses, contact person, etc. in order to ensure payments are timely with no late charges
  - Key utility invoices, **not drafted**, into AP software and scan/index documentation into electronic filing software
  - Print check proof and review for any necessary corrections

    - Give check proof and documentation to the Director of Finance for review
    - Submit approved check proof to Business Systems Coordinator to print checks in accordance with the Accounts Payable Schedule
    - Maintain Excel spreadsheets to record utility drafts and prepare AJE
- **Telephone Bills**
    - Send statements of long-distance telephone bills to the appropriate employee for verification that all calls are school/District business and obtain approval for payment
    - Give any reimbursement collected for personal calls to the District Bookkeeper for deposit
- **Credit Card**
    - Collect all credit card statements and receipts monthly, as assigned
    - Review statements for credit card holder's approval
    - Verify all charges are in compliance with Board and Procurement policies
    - Key each credit card transaction in AP software to record Bank of America draft
    - Print check proof and review for any necessary corrections
    - Give check proof and documentation to the Director of Finance for review
    - Submit approved check proof to Business Systems Coordinator to post as a manual entry (No check is generated)
    - Scan/index all statements and documentation into electronic filing software
- **Non-employee School Activity Payments**
    - Review forms for accuracy and completeness once verification of non-employee status is complete
    - Key payments into AP software and scan documents into electronic filing software
    - Print check proof and review for any necessary corrections
    - Give check proof and documentation to the Director of Finance for review
    - Submit approved check proof to Business Systems Coordinator to print checks in accordance with the Accounts Payable Schedule
- **Fiscal Year End**
    - Review and research all open POs
    - Contact the appropriate school or department to determine status
    - Maintain spreadsheet of all general fund POs rolled forward to the new fiscal year
- **Professional Development**
    - Attend workshops to enhance knowledge of assigned job functions
    - Assist with training of school bookkeepers and administrative assistants
    - Maintain a bookkeeper's manual
- **Miscellaneous**
    - Responsible for retention and rotation of accounts payable records
    - Assist with preparation and distribution of calendar year end forms: W-2s, 1095, and 1099 forms

Required Knowledge/Skills/Abilities:

- Knowledge of general accounting principles, budget practices, and financial reporting
- Ability to prepare reports and business correspondence
- Strong organizational skills
- Strong computer skills with a knowledge of Microsoft Excel and various integrated applications
- Excellent writing and communication skills

- Ability to work independently and in a team setting
- Attention to detail

Education and Experience:

- High School diploma or GED required
- 1 year of work experience in a related field required
- Accounting experience within a K-12 environment preferred

Working Conditions:

- Physical demands include lifting up to 50 pounds at waist height, sitting, standing, walking, bending at the waist, pushing, stooping, kneeling, twisting, turning, reaching, and stretching
- Minimum to moderate stress level
- The job is performed in a generally hazard free environment

Environmental Conditions:

- Indoor office and school environment
- Temperature - normal climate

Americans with Disabilities Act Compliance:

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.