

JOB TITLE:	Clerk, Accounts Payable	STATUS:	Non-Exempt
REPORTS TO:	Accounting Manager	TERMS:	240 days
DEPARTMENT:	Business Office	PAY GRADE:	AS204

PRIMARY PURPOSE:

Perform accounting duties related to the efficient maintenance and timely processing of accounts payable transactions and assist the Accounting Manager in providing analytical support and applying sound accounting practices.

QUALIFICATIONS:

Education:

High School diploma or GED

Special Knowledge/Skills:

Knowledge governmental accounting, Generally Accepted Accounting Principles (GAAP), and financial analysis methods

Knowledge of Texas Education Agency's Financial Accountability System Resource Guide (FASRG)

Knowledge of school districts, accounts payable process, and reconciling vendor statements

Knowledge of the MUNIS software system (preferred)

Proficient in data entry and management

Effective reading comprehension and verbal/written communication skills, tact and diplomacy

Ability to verify correctness and completeness of accounts payable transactions

Ability to navigate through computerized accounting system to gather/observe ledger information

Ability to work independently and function effectively in a team-oriented environment

Experience:

Two years of direct experience in public school accounting, auditing, and accounting procedures or other governmental accounting

MAJOR RESPONSIBILITIES AND DUTIES

1. Maintain financial information, vendor files, and accurate historical records in compliance with established policies and regulatory guidelines.
2. Assemble, review, and verify invoices and check requests prior to entering and/or processing in Munis.
3. Flag and clarify any unusual or questionable invoice items or prices.
4. Track expenses and process expense reports.
5. Research and resolve invoice discrepancies and issues.
6. Prepare and perform check runs.
7. Correspond with vendors, campuses and/or departments and respond to inquiries.
8. Monitor accounts to ensure payments are up to date.
9. Reconcile accounts payable transactions and vendor statements.
10. Prepare monthly accounts payable reports (e.g., outstanding purchase orders, three-way match pending, etc.)

11. Provide supporting documentation for audits.
12. Assist with maintaining business office manuals and forms.
13. Maintain confidentiality of department information.
14. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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

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

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

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

Environment: Frequent districtwide travel

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understood the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date