

OVERVIEW	
JOB TITLE	Accounts Payable Clerk
GENERAL DESCRIPTION	Completion of correspondence, business office accounts payable system, and other tasks as assigned by the business manager.
REQUIREMENTS	<ul style="list-style-type: none"> • Appropriate basic education to demonstrate proficiency in the assigned tasks. • High school diploma
POSITION DETAILS	
ESSENTIAL DUTIES	<ul style="list-style-type: none"> • Demonstrate knowledge in math and grammar to create professional correspondence. • Computer literate. • Ability to audit purchase orders, invoices, and voucher, and prepare accounting reports to substantiate the accounts payable system. • Demonstrate organizational skills. • Demonstrate ability to meet deadlines. • Demonstrate an effective filing system. • Possess ability to solve and/or redirect unsatisfied constituents. • Effective and efficient typist who can type and create professional correspondence. • Demonstrate pleasant telephone and person to person personality for effective public relations skills. • Other duties may be assigned by administration.
OTHER DUTIES	<ul style="list-style-type: none"> • Responsible for maintaining a complete and systematic set of accounts payable records for the school district. • Responsible for purchase order distribution and board bill vouchers, including capital outlay certificate payments. • Responsible for small vehicle fleet (includes scheduling and maintenance). • Responsible for the Thursday issuance of Trust & Agency checks. • Responsible for central office supply order and maintenance of adequate office supply quantities. • Assist in the annual report preparation. • Assist in the budget preparation. • Assist with administration of school district elections. • Responsible for updating vendor 1099 report and obtain W-9's request for taxpayer ID number. • Responsible for district supply list for auditors. • Responsible for updating food service free and reduced applications and distribution to district families due the summer. • Responsible for ordering bus passes, numbering, issuing, collecting fees, determining qualification for free and maintaining records. • Responsible for delivery of board minutes to local newspaper after final approval by school attorney and maintaining binder for permanent copy of minutes and pertinent papers. • Balance monthly credit card and vendor statements. • Keep track of credit cards using a check out system. • Acts as telephone receptionist. • Other duties as assigned by the business manager.
CURRENT CLASS SCHEDULE	<ul style="list-style-type: none"> •