

**Job Title:** CLERK, ACCOUNTS PAYABLE  
**Reports to:** Comptroller  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Non-Exempt  
**Date:** July 23, 2018

### **Primary Purpose**

Assist in the prompt and accurate payment of all expenses incurred by the district. Work under close supervision and follow established procedures to process accurate authorized purchase orders and invoices and maintain accounting records. Provide instructions and/or accounting support to other personnel in accordance with established procedures.

## **QUALIFICATIONS**

### **Education/Certification**

One year of College and at least 8 to 12 Hours College Accounting

### **Special Knowledge/Skills**

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills  
Knowledge of basic accounting procedures  
Ability to use personal computer and software to develop spreadsheets and databases  
Proficiency in use of calculator and office machines  
Ability to communicate effectively

### **Experience**

One year accounting experience at clerical level

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Accounting**

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, etc. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments. Verify price, discounts, account codes, etc. Detect and resolve problems with incorrect orders, invoices, and shipments. Contact district personnel and vendors to correct or obtain information needed. Confirm balances in accounts for all requisitions. Prepare and distribute paid invoices at designated times. Communicate with campus staff the current status of invoices if inquired.
2. Assume responsibility for the verification of vendor name, address and amounts to the attached invoice(s) before processing for payment. Reconcile vendor statements for payment accuracy. Research and communicate unpaid invoices, credit memos and back ordered items.

### **General Duties**

3. Assume responsibility for maintaining the clearing check log to obtain signatures on those checks released to individuals. Assume responsibility for the distribution of accounts payable checks.
4. Input journal vouchers and prepare deposits, banking entries and submit data sheets.
5. Prepare invoices to charge Food Service for utilities, postage and other charges.

- 6. Develop and maintain appropriate financial records (file office copies of checks, requisitions, invoices, and purchase orders) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

**Other**

- 7. Receive incoming calls, answer questions, and direct calls to the proper party.
- 8. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
- 9. Perform other duties as assigned by supervisor.
- 10. Ensure the confidentiality and security of all financial files.
- 11. Demonstrate a positive and professional interpersonal relations with district personnel and outside agencies.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, telephone system and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_