

Job Title: CLERK, ACCOUNTS PAYABLE TRAVEL
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 travel 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

Travel

1. Receive and process for payment all travel accounts payable invoices, requisitions, purchase orders, etc. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices. Verify meal allowances, registrations hotel rates, etc. Detect and resolve problems with incorrect invoices. 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. Prepare travel related deposits and data sheets.

Accounting

3. 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. 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. Maintain responsibility for accuracy and completeness of accounts payable records and updating in the financial general ledger.
4. 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

- 5. 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.
- 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.

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:** _____