JOB DESCRIPTION

POSITION TITLE: Accounts Payable Clerk

DIVISION: Financial Services

DEPARTMENT: Capital Project Accounting & Accounts Payable

REPORTS TO: Manager, Capital Project Accounting & Accounts Payable

FLSA: Non-Exempt

PRIMARY FUNCTION: Processes accounts payable for the District.

SALARY SCHEDULE: Office Clerical/Technician Annual

WORK DAYS: 238

PAY GRADE: Rank V (NC05)

PAY FREQUENCY: Monthly

REQUIREMENTS:

1. Educational Level: High School diploma or GED
2. Certification/License Required: None
3. Experience: 1 year of Accounts Payable or Bookkeeping Experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; typing, math aptitude.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Processes the payment of payables ensuring accurate payment and distribution.
3. Contacts schools, administrative departments and vendors on a daily basis in regard to problems with invoices, or receiving verifications.
4. Assists with year-end close procedures.
5. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________