



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/95; 1/98; 1/99; 9/99; 5/03; 01/05; 7/08; 10/12; 6/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Lunchroom Accounts Payable Clerk	<b>JOB CODE:</b> 474D
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Capital Project Accounting & Accounts Payable	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Manager, Capital Project Accounting & Accounts Payable	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Processes accounts payable and lunchroom invoices for the District.	

**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, receiving verifications, bid changes and/or substitution of bid item(s).
4.	Audits manually lunchroom invoices, verifying they are balanced, accurate and signed by the manager.
5.	Prepares and enters manual and void checks.
6.	Assists with year-end close procedures.
7.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_