



EMPLOYEE NAME: _____

Revised: 06/03; 7/08; 10/12; 6/18; 1/20; 5/23

JOB DESCRIPTION

POSITION TITLE: Accounts Payable Clerk	JOB CODE: 474B
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Director, Accounts Payable	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Processes accounts payable for the district.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED
2.	Certification/License Required: None
3.	Experience: 3-5 years 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.	Processes payment of purchase orders by creating a 3-way match between the line-item quantities and prices on the purchase order, invoice and receiving ticket; investigates any discrepancies and makes corrections to the proper document before finalizing payment.
4.	Reviews all Requests for Checks for accuracy and documentation, converts them to Accounts Payable Invoices in the Munis Financial System.
5.	Assigns Accounts Payable Invoices to batches ensuring that each invoice is added to the appropriate batch by effective date.
6.	Processes employee travel requests for hotel travel stays.
7.	Reviews and "Single Checks" all garnishment payments passed through from the Munis Payroll module to the Munis Accounts Payable module.
8.	Imports, reviews and "Single Checks" all Risk Management payments passed through from the Risk Management System to the Munis Accounts Payable module.
9.	Monitors the PO Aging Report ensuring that all purchase orders are received and paid within the acceptable due date as stated in the vendor agreement.
10.	Contacts schools, administrative departments and vendors daily concerning problems with invoices or receiving verifications.
11.	Removes voided checks from the "Positive Pay" file in the Bank of America CashPro website and records in the Accounts Payable Voided Check Book.
12.	Reviews and processes all ROTC payments received through the United States Military website.
13.	Assists with year-end close procedures.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____