TITLE: Accounts Payable Clerk

QUALIFICATIONS: Certification of good health signed by a licensed physician; high school diploma;perform a variety of responsible clerical accounting duties; maintain financial, accounting records and prepare reports; review, prepare and a process financial, accounting and purchasing documents, reports and materials;ability to maintain confidentiality; ability to work with computerized systems to perform duties; ability to organize and work, and the ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Finance Director

JOB GOAL: To accurately process all district, food service and high school accounts payable functions while providing customer service support to all involved parties.

COMPENSATION: 260 Days / 7.5 Hours per Day on the Classified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

Verify, balance, and assure the accuracy of assigned account codes, match purchase orders with invoice and receiving report for District, Section 6, District Activity funds and HHS School Activity Fund purchases

Receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures.

Encumber all purchase orders approved by the Finance Director in MUNIS daily to ensure timely budget data is available to Administrators.

Process separate checks runs for weekly district accounts payables, high school payables and food service payables.

Update Infinite Campus for high school fee refunds, adjustments, etc.

Open Finance Director's mail and receipt and record any monies received on a multiple receipt form for deposit by the Finance Director.

Serve as backup to the Finance Director for making deposits in the bank, and process bond payment wires and bank reconciliation.

Backup to Payroll Clerk.

Prepare and generate monthly YTD Budget Reports and Standard PO reports out of MUNIS for all schools and district staff.

MUNIS liaison between district office and school bookkeepers.

Maintain Vendor files in MUNIS including W9 and annual 1099 filings.

Interact with vendors and district personnel to research discrepancies, correct errors, resolveproblems and assist with preparation and maintenance of records and reports.

Provide customer service to and answer all questions regarding invoicing, budgeting, Purchase Orders, and encumbrances to all district staff. Provide training as necessary.

Provide information regarding accounts payable policies, procedures and practices to district employees and vendors.

Responsible for postage machine; regularly monitor and perform software updates, add postage, order supplies, track rate increases and keep machine in working order.

Perform related duties as assigned.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in letter of employment.

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EVALUATION: Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.