POSITION DESCRIPTION 2.03

TITLE: Accounts Payable Clerk

QUALIFICATIONS:

- Bachelor's or Associate degree from accredited college or university with major coursework in accounting, finance or business related field preferred.
- Minimum 5 years work experience in accounting or finance, preferable in governmental environment
- Working knowledge of general office computer software including Microsoft Office
- 5. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
- 6. Ability to work in a team environment.
- 7. Ability to work independently with a high degree of accuracy and organization.

REPORTS TO: Chief Financial Officer and Accounting Supervisor

JOB GOAL: Assists in the administration of the system's business affairs

JOB DUTIES:

- 1. Assist with processing purchase orders
- 2. Responsible for corresponding with vendors and responding to inquiries
- 3. Responsible for reviewing invoices and check request and resolve any discrepancies
- 4. Responsible for sorting and matching all invoices and check request for payment
- 5. Prepare and process all accounts payable checks, including reconciling and monitoring all accounts to ensure payments are up to date.
- 6. Verify the accuracy of all input batches
- 7. Responsible for maintaining vendor file and responding to vendor inquiries in a positive manner.
- 8. Recommend purchase orders that need to be finalized or closed to the supervisor
- 9. Ensure that all vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
- 10. Pay Invoices, reconcile monthly purchasing card statements and correspond with school personnel concerning discrepancies.
- Assist with year-end closing
- 12. Process all CNP account payable processes as listed above
- 13. Assist with preparing invoices for reimbursement.
- 14. Assist with Local School Accounting, including Auditing functions
- 15. Maintains exceptional level of customer service.
- 16. Maintain professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development.</u>
- 17. Works closely with the Accounting Supervisor and Chief Financial Officer to coordinate the functions of the finance accounts payable department.
- 18. Maintain confidentially, any school system related information and any sensitive employee information.

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- 19. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 20. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EM	PLOYMENT:	9-Month	☐ 10-Month	11-Month	12-Month		
EXPECTED W	ORK DAY:	8 Hours					
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position						
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements							
Reviewed and a	agreed to by:	Employee		Date			
☐ Principal/Pro	ogram Coordinator	 als	☐ Human Re	esource Initials	<u> </u>		