



Teaching • Understanding • Serving • Developing

Adopted 2018-2019

Range: R

Classification: Classified

Job Description

Accounts Payable Clerk

DEFINITION

Perform accounting work of average difficulty involving the maintenance of financial or statistical records, the making of arithmetical computations, and accounting duties related to accounts payable and financial reporting.

EXAMPLES OF DUTIES –*Not all inclusive*

- Verify purchase orders for accurate account coding and correct extensions, then sort, distribute, file and mail.
- Check extensions, additions, and calculations on invoices and purchase orders.
- Process invoices for payment and distribute vendor warrants.
- Process conference registrations and payments.
- Provide backup for payroll technician.

QUALIFICATIONS

Knowledge of:

- Arithmetic, standard office practices, English, filing, and records checking.
- General knowledge of basic financial record-keeping principles, procedures, and terminology.
- Familiarity with standard office equipment and terminology used in accounting.
- Familiarity with Carter-Pertain Financial System.

Ability to:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to bend, twist, stoop, and reach.

EDUCATION / EXPERIENCE

- Making arithmetic calculations rapidly and accurately.
- Filing and checking records rapidly and accurately.

- Type 40 W.P.M.
- Following written and oral instructions carefully.
- Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed above.

TERMS OF EMPLOYMENT

- Full time
- 261 days
- 14 holidays
- Health, vision, dental insurance

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.