ACCOUNTS PAYABLE CLERK

General Description of Essential Functions

1. Shall be responsible for maintaining the security of all confidential matters pertaining to the treasurer’s office, as well as to the entire school district; and
2. Perform in a professional manner those duties assigned which will contribute to an efficient operation of the treasurer’s office.

Specific Job Duties

The accounts payable clerk shall perform the following duties:

1. Process purchase orders for all funds, prepare purchase orders for district staff attending professional development meetings, assist staff with registration of professional development meetings;
2. Responsible for preparing all open purchase orders for treasurer’s office, district insurance premium, district utilities, lunchroom, curriculum, special education department and all schools in the absence of the secretary, etc.;
3. Calculate and file annual 1099’s for athletic workers, process athletic transfers;
4. Review the coding of daily purchase orders;
5. Track and process all administrators memberships, prepare appropriate purchase orders to accomplish the procedure;
6. Serve as liaison for student activity accounts and student activity fundraiser reporting, update and disseminate student activity advisor manual, monitor and collect and balance statement of purpose and budget approval forms annually for district fundraisers;
7. Maintain monthly bus records for preparation of annual transportation report, apply for gratis tags for district vehicles, maintain trip ticks for transportation and provide treasurer with annual mileage report;
8. Coordinate data processing and district transfers, verify and process expenditure adjustments;
9. Process and issue payment of all authorized liabilities of the district, maintain and process ACH payments, scan and file digitally;
10. Manage and place orders for treasurer’s office supplies;
11. Verify and process invoices of all excess costs incurred by other entities;
12. Maintain an up-to-date inventory list of equipment and fixed assets;
13. Prepare list of new or replacement equipment at least quarterly, detailing information required for inventory records;
14. Monitor, maintain and manage district five credit cards and one line of credit;

15. Prepare and issue severances for BEA members;

16. Process refunds including student activity, lunchroom balances, student fees, etc;

17. Assist the business affairs office with weekly reports of paid invoices and budgetary account balances;

18. Train other employees in the preparation and processing of purchase orders, invoices for payment, coordinate and implement procedures for the co-op purchasing program;

19. Prepare and issue checks for shoe reimbursement for UAW members;

20. Issue W-9 forms or tax exempt forms for vendors and maintain W-9 reports from current vendors;

21. Process semi annually scholarship checks for students;

22. Maintain files for district textbook purchases;

23. Update board member minutes on district website monthly, budgetary and staff forms as needed;

24. Assist treasurer with publishing legal notices, notify treasurer of grant expenditures, assist with career education program and annual workers compensation process, input daily student lunchroom deposits in the absence of the secretary to the treasurer;

25. Shall perform other duties within the realm of the fiscal office as assigned by the treasurer;

26. All other duties as assigned that are reasonably related to the scope of the general job description.

<table>
<thead>
<tr>
<th>Physical Effort &amp; Stress</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting:</td>
<td>___</td>
<td>___</td>
<td>X</td>
<td>___</td>
</tr>
<tr>
<td>Walking:</td>
<td>___</td>
<td>X</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Standing:</td>
<td>___</td>
<td>X</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Climbing:</td>
<td>___</td>
<td>___</td>
<td>X</td>
<td>___</td>
</tr>
<tr>
<td>Visual:</td>
<td>X</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Limited movement or change of position:</td>
<td>___</td>
<td>X</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**Qualifications**

1. Appropriate attire; well groomed; good personal hygiene;

2. Knowledge and experience in operating computers;

3. High moral character and pleasing personality with the ability to work cooperatively with staff, students, parents and public;
4. Ability to type accurately and operate standard office machines and computer
equipment;

5. Proficient in Microsoft Word and Excel;

6. Proficient in accounting procedures with special emphasis on accuracy
and neatness;

7. Orderliness in work habits;

8. Initiative and punctuality in completing work assignments.

Salary

1. 12 month employee.

2. See operational employee wage and salary schedule.

Evaluation

Conducted annually by the treasurer.

Signature of Employee and Date: Supervisor Signature and Date:

Adopted: 11/21/06
Revised: 06/26/17