

Solanco School District

Position Title: Accounts Payable Clerk

Site: District

Classification: F/T 40 hours 12 months

Reports to Immediate Supervisor: Business Manager

Responsible to: Business Manager

Definition/General Description of Duties: Coordinates activities involved with the payment of goods and services. Performs specialized financial duties to organize, process, and maintain accounting records and payment accounts.

Essential Duties and Responsibilities:

- Obtains documentation/information to setup vendors in accounting system and update vendor information, as necessary.
- Organizes, processes, and maintains purchase order payment documentation and vendor remittance data.
- Prepares payments and processes expenditures by receiving, verifying, coding and reconciling invoices.
- Charges expenditures to accounts and cost centers by analyzing purchase orders, invoices and expense reports; recording entries.
- Issue payment to vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling/preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies.
- Responsible for processing payment of invoices within time frame allotted by district policy and ensuring available discounts are obtained.
- Verifies vendor accounts for accuracy by reconciling monthly statements and related transactions.
- Reconcile payments to approved contracts.
- Maintains historical records by imaging and filing documents.
- Gathers backup information/documentation and processes invoices for travel payments/reimbursements, purchase orders, direct payments, utilities, cellular phones, and construction contracts.
- Analyzes and resolves discrepancies that occur with vendor accounts.
- Executes stop payment of checks and/or procedures.
- Assist with conference registrations and staff travel arrangements as needed.
- Suggests and initiates modifications to improve workflow and/or procedures.
- Assists in determining procedures for handling unique problems.
- Works directly with all levels of school district personnel in requesting proper documentation for processing payments.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.
- Expedites delivery of goods to users.
- Protects organization's values by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related tasks as needed.
- Complete other duties as assigned.

Qualifications Requirements:

High school diploma or GED

PC and Microsoft Office software proficiency

Able to work as part of a team

Able to multi-task
Detail oriented
Good communication skills
Organized
Able to adapt positively to changes

Language Skills:

Ability to read, analyze, and interpret general business documents, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from co-workers, administrators, vendors, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical/Sensory/Cognitive/Work Environment:

Physical Demands:	Sitting 75%, walking/standing 25%
	Ability to reach above and below the waist
	Ability to use fingers to pick, feel and grasp objects
	Some stooping, bending and twisting of the body
	Ability to lift and/or carry supplies weighing up to 20 lbs. or more
	Ability to sit for extended periods of the workday
	Ability to move fingers and hands for keyboarding
Sensory Abilities:	Visual and Auditory acuity
	Visual acuity to read correspondence and computer screens
	Auditory acuity to be able to deal effectively with people
Cognitive Ability:	Ability to communicate effectively
	Ability to exercise good judgment
	Ability to follow written and verbal directions
	Ability to work as a member of a team
	Ability to be cooperative, congenial and service oriented
	Ability to work in an environment with frequent interruptions and limited supervision
Work Environment:	Normal office environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The above description covers the most significant essential functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which, would be in conformity with the major purpose of this job.