

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) years responsible experience involving bookkeeping or accounting procedures.
- (3) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Knowledge of rules, regulations and policies controlling budgetary fiscal record keeping. Ability to pay attention to detail and deadlines. Ability to establish and maintain positive working relationships with school and District staff and vendors. Ability to utilize technology to accomplish tasks. Knowledge of office practices and procedures. Ability to operate office equipment. Ability to prepare complex and accurate accounting reports.

REPORTS TO:

Director, Finance

JOB GOAL

To provide support services to all District schools and departments by performing accounts payable functions in the most efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with establishing and maintaining an approved accounting system.
- * (2) Maintain and monitor all accounts, vouchers, and contracts related to the schools.
- * (3) Conduct routine pre-audits and post-audits by examining, analyzing, and verifying invoices, bills and vouchers, records, funds and accounts for accuracy and completeness.
- * (4) Enter data as necessary.
- * (5) Monitor and check all purchase orders for accounting codes, proper signatures, and verify price totals.
- * (6) Secure administrative approval for purchase orders.
- * (7) Assign vendor numbers to purchase orders, disburse purchase orders and mail to vendors.
- * (8) Check and verify invoice items and prices with purchase orders, and prepare invoices for payment.
- * (9) Check and verify all employee travel.
- * (10) Check, verify and log all telephone bills.
- * (11) Receipt all monies, make deposits, and transfer monies for payroll and accounts payable.
- * (12) Maintain ledger files, receipt books and records of expenditures to accounts.
- (13) Establish vendor files and answer vendor questions as appropriate.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (15) Ability to work in a constant state of alertness and safe manner.

ACCOUNTS PAYABLE CLERK (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 6 of the ESP Salary Schedule
DOE Job Code 75032**

**Sr. Accounts Payable Clerk
Group 8 of the ESP Salary Schedule
DOE Job Code 75032**

Revised Board Approval 04/11/2017