

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK II

QUALIFICATIONS:

- (1) Associate Degree with a minimum of twelve (12) accounting or related credits, or equivalent experience.
- (2) 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, Accounting

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) Audit and process vendor invoices for payment, including all invoices requiring special attention. Review payments for proper approval and documentation.
- * (2) Process checks for distribution after verifying proper account codes, amounts and addresses.
- * (3) Prepare payments for utilities, rentals and other monthly bills and maintain payment history logs.
- * (4) Review vendor statements for old unpaid invoices and credit memos not taken. Follow up with appropriate personnel in order to make sure vendors are paid and credit memos are taken.
- (5) Coordinate work with Accounts Payable Clerk I. Assist in training and reviewing work performed by Accounts Payable Clerk I.
- (6) Serve as back up for the Accounts Payable Clerk I to run purchase order reports, print purchase orders and distribute purchase orders after approval by the Purchasing Agent.
- (7) Maintain void purchase order file.

ACCOUNTS PAYABLE CLERK II (Continued)

- * (8) Communicate purchase order and invoice information to school bookkeepers, principals and department heads.
- (9) Distribute accounts payable mail to appropriate centers.
- (10) File and research vouchers and other documents as determined by supervisors.
- (11) Key data for computer input as requested.
- (12) Prepare journal entries, as needed, to correct account distribution.
- (13) Prepare and submit quarterly fuel tax refund.
- *(14) Review outstanding purchase orders during the year. Prepare journal entries as appropriate to cancel remaining balances on purchase orders. Verify accuracy of outstanding purchase orders on June 30 for reporting on the Annual Financial Report.
- (15) Assist with general accounting work and special projects as requested.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

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

Flagler Schools Strategic Framework – Resources & Support Systems