

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK I

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 and travel invoices and vouchers for payment. Review payments for proper approval and documentation.
- * (2) Process checks for distribution after verifying proper account codes, amounts and addresses.
- * (3) Prepare payments for monthly bills as instructed.
- * (4) Run purchase order reports, print purchase orders and distribute purchase orders after approval by the Purchasing Agent.
- * (5) Coordinate work with Accounts Payable Clerk II.
- * (6) Communicate purchase order, invoice and travel voucher information to school bookkeepers, principals and department heads.
- * (7) File and research vouchers and other documents as determined by supervisors.
- (8) Key data for computer input as requested.
- (9) Prepare journal entries, as needed, to correct account distribution.
- (10) Assist with general accounting work and special projects as requested.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

ACCOUNTS PAYABLE CLERK I (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

Flagler Schools Strategic Framework – Resources & Support Systems