

Job Description
MOORE PUBLIC SCHOOLS

5.10

Job Title: **Fiscal Services Clerk, Accounts Payable Clerk
Student Activities Clerk/Purchasing Clerk**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping, banking and basic office skills.

Training or Experience Required: 2-3 years of clerical experience in an accounts payable environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred. Must have knowledge of governmental purchasing/accounting procedures per state law and Local District.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, 10-key calculators, and CRT/computers, postage machine. Must be familiar with automated accounts payable accounting system.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Typing/Word processing 50 WPM required. Operate 10-key calculator at 100 SPM.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled level accounts payable clerical duties under general supervision to compute and prepare purchase orders, receipts, and issue checks; prepare reports and otherwise assist in other functions in the business office. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with staff and the public to determine actual information needed.