

**Jefferson School District
Job Description**

Job Title: Accounts Payable/Payroll Clerk
Reports To: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

Under the direction of the Business Manager this position is responsible for performing various accounting duties related to accounts payable, payroll and Associated Student Body (ASB) funds as well as performing clerical duties for District office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Performs general office duties including answering multi-line phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing and sorting and handling incoming and outgoing mail.
 3. Prepares various reports for administration and assists Business Manager in preparing reports and other data (state/federal reporting, leaves, etc.).
 4. Assists in audit preparations in timely manner, as requested.
 5. Efficiently and effectively manages a purchase requisitions system to ensure approval is secured prior to the creation of purchase order(s) and orders are being properly tracked.
 6. Reviews invoices received for accuracy in services rendered and validates against approved purchase order.
 7. Ensures accurate and timely filing of payroll records.
 8. Ensures appropriate records and documentation are maintained in compliance with District policy(ies) and guidelines.
 9. Completes a high volume of computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with frequent interruptions.
 10. Manages special projects as assigned by the Business Manager.
 11. Assists in budget preparations as requested.
 12. Tracks and inputs all employee leaves usage data and prepares in a usable format for the Business Manager.
 13. Makes bank deposits and drops off office mail on a daily basis.
 14. Maintains accurate accounts payable files and bank account balances, including depositing funds received into District bank accounts.
 15. Appropriately maintains and secures confidential records and inquiries.
 16. Professionally represents the school and the District in interactions with staff and students.
 17. Maintains appropriate certifications and training hours as required.
 18. Complies with applicable District, state, local and federal laws, rules and regulations.
 19. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least six months related experience in general clerical or accounting training and/or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an accounting position or office setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write simple correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Access, Groupwise and Infinite Visions. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to accurate and proficient use of a 10-key required. Ability to exercise good judgment and work in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; walk; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared by: OSBA

Prepared Date: January 2010

I have read and understand this job description.

Signature:

Date:
