

Job Title: Accounts Payable Clerk

Exemption Status/Test: Nonexempt

Reports to: CFO

Date Revised:

Dept./School: Business Services

Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively

Experience:

____ year accounting-related experience at clerical level

Major Responsibilities and Duties:

Accounting

1. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
2. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.

Data Entry

3. Input data into accounting system.

Records and Reports

4. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
5. Compile, maintain, and file all reports, records, and other documents as required.
6. Maintain vendor files and set up new accounts and make changes as they occur.



Other

- 7. Receive incoming calls, answer questions, and direct calls to the proper party.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____