

*BOE approved 2/8/16*

**TITLE:           ACCOUNTS PAYABLE BOOKKEEPER**

**QUALIFICATIONS:**

1. High School Diploma, courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the Board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages
4. Excellent human relations with the ability to interact with staff, administration, and outside vendors
5. Required criminal history check and proof of US citizenship or resident alien status
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**   School Business Administrator/Board Secretary

**JOB GOAL:** To assist in the administration of accounts payable function, with a high degree of responsibility, discretion and confidentiality; using independent judgment in addition to routine work necessary for the smooth and efficient operation of the department.

**PERFORMANCE RESPONSIBILITIES:**

1. Accurately process all purchase orders for payment.
2. Prepare purchase orders as necessary for various departments including Business Office and the Office of the Superintendent.
3. Respond to routine inquiries regarding the status of vendor payments.
4. Record and report on all pending and paid purchase orders.
5. Review, prepare and send checks in payment of Board obligations at the direction of the Business Administrator.
6. Assist the Business Administrator in the review of all bills and claims in terms of statutory requirements and Board Policy.
7. Maintain an accurate filing system of all documentation related to the accounts payable function.
8. Disburse petty cash and replenish funds when necessary.
9. Assist in closing the fiscal year by properly canceling purchase orders, or recording them as accounts payable or encumbrances.

General

1. Organize job functions and work assignments to be able to effectively complete assignments within established time frames.
2. Maintains confidentiality of sensitive correspondence, records and information.
3. Assist in answering telephone calls for central office as needed.
4. Performs other related duties as assigned by the Superintendent or Business Administrator.

**TERMS OF**

**EMPLOYMENT:**           Twelve-month year, salary and work schedule to be determined by the Board of Education.

ACCOUNTS PAYABLE BOOKKEEPER (continued)

**ANNUAL**

**EVALUATION:**

The Business Administrator will evaluate performance of this job. Annual evaluation shall be done in accordance with performance responsibilities.