

SCHOOL DISTRICT OF DESOTO COUNTY

ACCOUNTS PAYABLE CLERK

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of successful experience in bookkeeping and/or the maintenance of fiscal records.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to store and file correspondence and data in an organized manner. Ability to plan, organize and analyze. Ability to utilize personal computer software and hardware. Knowledge of general accounting principles and cash control standards. Skill in applying basic mathematics to work responsibilities. Ability to establish and maintain effective working relationships with schools, divisions, and vendors. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assigned duties. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assistant Director of Business, Executive Director of Business Services

JOB GOAL

To provide routine accounting functions, report preparation and special studies in compliance with applicable laws and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Reconcile invoices, purchase orders and other documents for payment.
- *(2) Input account item invoices.
- *(3) Reconcile vendor statements in a timely manner.
- *(4) File and maintain voucher packages, closed purchase orders and other reports as necessary.
- *(5) Prepare check registers for Board approval.
- *(6) Prepare copies of phone bills and maintain mobile communications money collected spreadsheet for E-rate for technology division.
- *(7) Maintain district credit cards.
- *(8) Print 1099 forms yearly.

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- * (9) Assist with the fiscal accounting and reporting of assigned vendors and maintain related files.
- * (10) Assist with accounts payable check processing.
- * (11) Process and verify vendor payments.
- * (12) Assist in reporting of vendor activities and maintain related files for assigned area.
- * (13) Maintain accurate files.
- * (14) Serve as a resource to schools and divisions in areas of responsibility.
- * (15) Utilize personal computer and software applications in areas of responsibility.
- * (16) Perform routine duties as required; *i.e.*, compose and send correspondence, answer telephones, sort and distribute mail.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (18) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- * (19) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (20) Ensure adherence to good safety standards.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Model and maintain high ethical standards.
- * (23) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (25) Exercise service orientation when working with others.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Use effective, positive interpersonal communication skills.
- * (28) Respond to inquiries and concerns in a timely manner.

System Support

- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (31) Demonstrate support for the school district and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Assist in the preparation of all required reports and maintain all appropriate records.
- * (34) Participate in cross-training activities as required.
- * (35) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

COMPENSATION:

Compensation for this position is Pay Lane E06

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.