

Job Description

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| Position Title | Accounts Payable Clerk | | |
| Building | Lincoln Elementary | Department | District Office |
| Hours | 40 per week | Supervisor | Business Manager |
| Band and Grade | B-24 | Tools and Equipment | Computer, applicable software, calculator, phone, copy machine, postage machine |

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| Primary Function | Performs accounts payable tasks and general office duties under general supervision and is expected to apply judgment and discretion in carrying out activities within the guidelines and procedures of the District. |
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| Essential Duties | |
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| 1 | Enters and pays accounts payable. |
| 2 | Creates, processes, and follows up on purchase orders and online orders: Amazon, American Express, and debit card. |
| 3 | Provides customer service for staff, vendors, churches, etc. |
| 4 | Miscellaneous office duties include sorting mail, managing phones, etc., processing deliveries. |
| 5 | Backup to monitors and process lunch accounts payments and lookup account balances utilizing Wordware/LCS. |
| 6 | Processes outgoing mail from buildings drop off at post office. |
| 7 | Enters accounts receivable as needed as a backup. |
| 8 | Works with auditors during annual audit. |
| 9 | Performs other duties of a similar nature and/or level. |

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| Minimum Qualifications | Up to one year of specialized or technical training beyond high school and three or more years of accounting experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. |
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| Knowledge Required | <ul style="list-style-type: none"> • Knowledge of office principles and practices. • Knowledge of filing procedures and file maintenance. • Knowledge of general office equipment. • Knowledge of computers and related software applications. • Knowledge of basic bookkeeping theories and principles. |
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| | <ul style="list-style-type: none"> • Knowledge of federal and state laws governing area of assignment. • Knowledge of District policies and procedures. |
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| Skills Required | <ul style="list-style-type: none"> • Skill in classifying, recording, retrieving and verifying information. • Skill in applying standard practices in area of assignment such as bookkeeping. • Skill in using computers and related software applications. • Skill in mathematical computations. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. |
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| Physical Activities/ Requirements | <p>Stooping, kneeling, reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p> |
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