



ACCOUNTS PAYABLE CLERK/HEALTH BENEFITS REPRESENTATIVE

Position Description

Position: Accounts Payable Clerk/Health Benefits Representative
Reports to: Assistant Superintendent for Business Services
Terms of Employment: Full Time, 12 months
Pay Grade:
Pay Range:
FLSA Status: Non-Exempt

Nature of Work

The Accounts Payable Clerk is responsible for ensuring that all payables and invoices are processed accurately and efficiently in account systems. This employee will also serve as the Health Benefits Representative to district staff.

Education and Experience

- Associate's degree preferred or a combination of work experience and training

Certification and Licensure Requirements (if applicable)

Duties and Responsibilities

- Ensuring prompt and efficient payment of accounts
- Ensure employee benefits are handled with guidelines and that employees are properly informed of choices
- Audits invoices and travel reimbursement vouchers
- Handle employee inquiries about deductions as needed
- Acts as purchasing agent for the district
- Performs other duties as assigned by immediate supervisor

Knowledge, Skills and Abilities

- Ability to handle stress in high pressure service settings
- Ability to prioritize requests and duties
- Strong computer skills and technical capabilities
- Strong organizational skills
- Effective communication and interpersonal skills

Physical Requirements

- Must be able to use a variety of automated office equipment such as computers, copiers, scanners, typewriters, calculators, etc.
- Must be able to exert a negligible amount of up to 20 pounds of force frequently or 10 pounds constantly to lift, carry, push, pull, or otherwise move objects
- Due to amount of time spent standing and/or walking, physical requirements are consistent with those for light work

- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear)
- Must be able to communicate via telephone
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment
- Requires the ability to handle a variety of office machines, etc.
- Must have minimal levels of eye-hand/foot coordination

Special Requirements

Valid driver's license