



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Account Payable Clerk Business Services	#2488
SALARY PLACEMENT:	Classified Salary Schedule Range 26	

SUMMARY OF POSITION:

Under the direction of management personnel, perform a variety of clerical accounting duties in support of accounts payable. Maintain purchase order and invoice financial records in an organized manner for auditing purposes.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

One year bookkeeping/accounting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English grammar and usage skills; good record-keeping techniques and computer skills. Experience working in a school district or county office of education or office with accounting responsibilities.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- basic principles of accounts payable
- modern office practices, procedures, and equipment
- record keeping techniques

Ability to:

- perform mathematical calculations accurately
- understand and follow oral and written directions
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- maintain records
- plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks
- establish and maintain cooperative and effective working relationships with others
- operate a variety of office equipment i.e., computers and calculators
- be flexible and receptive to change

Possess:

- good oral and written communication skills
- good interpersonal skills using tact, patience, and courtesy

DISTINGUISHING CHARACTERISTICS:

There are various levels within the Accounts Payable series. The A/P clerk is responsible for distribution of incoming mail and maintaining accounts payable files, with accuracy. The Accounts Payable Technician is responsible for reconciling employee reimbursements as well as select vendor accounts and paying invoices timely and accurately. The Accounts Payable Specialist is responsible for reconciling complex vendor accounts and paying vendors timely and accurately, as well as completing analytical review of vendor statements.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Answer telephone calls; greet visitors; receive and relay messages; respond to requests for information and assistance as appropriate.
2. Perform clerical detail for assigned department.
3. Schedule appointments; type letters and notices; prepare materials and reports as needed.
4. Maintain auditable files.
5. Type correspondence.
6. Prepare notices and documentation as assigned
7. Maintain separate databases as needed.
8. Maintain confidentiality.
9. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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