



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Accounts Payable Clerk	Exemption Status:	Non-Exempt
Reports to:	Asst. Supt. of Finance and Operations	Pay Grade:	05
Works with:	District Personnel	Days:	226
Dept. /School:	Business Office	Date Revised:	06/18/2020

Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of basic accounting procedures
- Ability to use personal computer and software to develop spreadsheets, databases and word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to communicate effectively

Major Responsibilities and Duties:

1. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
2. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.
3. Input data into accounting system.
4. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
5. Compile, maintain, and file all reports, records, and other documents as required.
6. Maintain vendor files and set up new accounts and make changes as they occur.
7. Receive incoming calls, answer questions, and direct calls to the proper party.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____