



Job Title: Clerk V – Accounts Payable

Supervisor: Accounts Payable Supervisor

Terms of Employment: 240 days

Job Summary:

To assist the Accounts Payable Supervisor in the overall operation of Accounts Payable Services.

Essential Duties:

1. Maintain Peoplesoft records and files of financial transactions of all assigned vendors.
2. Prepare and process payment of invoices.
3. Monitor discount opportunities; verify vendor names and numbers, schedule and prepare checks; resolve invoice or payment discrepancies and documentation; ensure credit is received for outstanding memos; and adjust distribution lines to accommodate budget checking for multiple invoice/distributions lines.
4. Notify school bookkeepers and department bookkeeper/clerks of invoices that are approaching discount/net due dates of invoices that have not been received on.
5. Assist vendors with reconciling monthly statements, outstanding invoices, and related transactions.
6. Work with school bookkeepers and department bookkeepers/clerks on a daily basis as a mediator to clear up discrepancies.
7. Monthly reports to finalize vouchers to ensure that all remaining encumbrances revert to the budget.
8. Verification of 1099 forms to vendors in conformity with IRS regulations by working with reports to verify totals, address, vendor name, FIN or social security, and adjust board members and lawyer payments according to classifications.
9. Provide any assistance needed for absent co-worker to assure the timely payment of invoices from their assigned vendors.
10. Manage indexing for all assigned vendors invoices, checks, purchase orders, packing slips. Preparation of all back-up which consists of such details as – sizes, legibility, and margins. Indexing consists of data entry of all check, purchase order, voucher, invoices numbers and all related documents to ensure easier search criteria.
11. Apply garnishment wages for the Internal Revenue Service for applicable vendors.
12. Drop dead deadlines on payment of specific vendors to avoid any conflicts such as charter school(s), board members, South Carolina Tax Commission, South Carolina Retirement System, employee benefit, teacher supply reimbursement checks and etc.
13. Assist Accounts Payable Supervisor with check writing and provide back-up in his/her absence.



14. Work closely with Procurement department to ensure that the invoice and the purchase order match correctly with change orders, rollovers, re-creations, and any other discrepancies that may occur.
15. Protects organization's value by keeping information confidential.
16. Year-end requires that all active purchase orders be paid, rolled over or canceled by obtaining information from responsible parties e.g.; vendors (invoices), bookkeepers (packing slips, receiving, cancellation of purchase order lines, etc.) by specific deadline.
17. Annual audit request to provide copies of invoices, checks, and purchase orders from Accounts Payable files. Annual audits consist of fixed assets, construction, state, internal, SLED and court order audits.

Other Duties:

Performs and assumes other duties/responsibilities that may be assigned by the Accounts Payable Supervisor and/or the HCS Budget Officer.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the District's policy on the evaluation of support services personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma Required / Associates Degree Preferred
2. Experience in accounts payable or other comparable process.
3. Experience/training scanning and indexing documents.
4. Working knowledge of Microsoft Office, Outlook, and applications in Peoplesoft.
5. Ability to work independently and unsupervised.
6. Ability to communicate both orally and in written format with internal and external departments and agencies.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;



- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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