MOORE PUBLIC SCHOOLS

Job Title: **Fiscal Services Clerk: Accounts Payable, Purchasing Clerk**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping, banking and basic office skills.

Training or Experience Required: 2-3 years of clerical experience in an accounts payable environment or banking preferred. Minimum of 1 year with computer experience using word processing, databases, financial software and/or spreadsheets. Minimum of 1 year working in a school system is preferred. Must have knowledge of governmental purchasing/accounting procedures per state law and Local District.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Intermediate communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, secure exchange of financially sensitive information, management of vendors and auditing records. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, scrutinizes invoices for discrepancies, direct departmental purchasing regarding all means of records.

Mathematical Skills: Performs routine/complex computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, forms, invoices and/or instruction material.

Business Machines: Computer proficient and able to effectively utilize word processing, spreadsheet graphics and experience with automated payroll systems. Familiarity with common software systems and navigation is preferred. Able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites preferred.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled level accounts payable clerical duties under general supervision to compute and prepare purchase orders, receipts, and issue checks; prepare reports and otherwise assist in other functions in the business office. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures, help maintain vendor relationships and/or perform audit functions.

Contact with Others: An incumbent in this position has regular contact by phone, electronic communication or in-person with staff and the public to determine information needed.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Prepares and files daily, monthly and quarterly reports.
2. May computes charges, invoicing and requisitions to pay charges on accounts.
3. Communicates correspondence pertaining to claims and expenditures.
4. Enters and maintains data in the computer to reflect accurate appropriation and expenditure records or proper payment of vendor's invoices.
5. Requires knowledge of budget breakdowns.
6. Prepares claims for payment.
7. Maintains manual and computer files.
8. Maintains accurate records for area of assignment.
9. Compiles statistical data.
10. Performs other duties as assigned by the Executive Director of Finance and/or Departmental Director.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:
Other than the physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person. Must be able to retrieve and store files and reports (up to 30 pounds); Retrieve computer data from printer room and data processing.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 10/13/2003
Revised 2017-18 Negotiated Contract
Revised 2024-25 Negotiated Contract