Job Description **5.10b**
MOORE PUBLIC SCHOOLS

Job Title: **Fiscal Services Clerk, Accounts Payable Clerk**
Student Activities Clerk/Purchasing Clerk (Part Time)

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. Minimum of 1 year with computer experience using word processing, databases, and 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): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. 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, including computerized records.

Mathematical Skills: Performs routine 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, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, 10-key calculators, and CRT/computers, postage machine. Must be familiar with automated accounts payable accounting system.

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

Typing Skills: Typing/Word processing 50 WPM required. Operate 10-key calculator at 100 SPM.

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.
Contact with Others: An incumbent in this position has regular contact by telephone or in-person with staff and the public to determine actual 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 monthly and quarterly reports.

2. May computes charges and types requisitions to pay charges on accounts.

3. Types 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. Computes 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 Business Manager and/or Departmental Supervisor.

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:	Variable not to exceed 251 days per year and 25 hrs per week
SALARY:	Cat D w/ prior MPS experience in same Job or PT Scale w/o
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08/09/1993
Revised 1998-99 Negotiated Contract
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