USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - ACCOUNTS PAYABLE**

SUPERVISOR: Assistant Superintendent of Business and Finance

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Manage and maintain the Ereq purchase order system to ensure the timely process of the Accounts Payable Department.
2. Process approved purchase orders, match purchase orders with corresponding packing slips and invoices, and voucher purchase orders for payment in order to make timely district purchases.
3. Balance the vouchers journal and all encumbered orders to cash summary to ensure accountability of district purchases.
4. Cut, distribute, and void checks as necessary in order to make timely reimbursements.
5. File and maintain all paid purchase orders and educational expense files to provide references for all archived purchases.
6. Oversee the asset inventory system for the school district by tagging and inputting purchased items to maintain accountability of all the school districts assets.
7. Maintain the school districts central supply inventory of consumables for the purpose of keeping school consumable supplies in stock.
8. Complete and return credit applications to allow employees to purchase items at approved businesses.
9. Prepare and file monthly transfers to maintain an inventory of purchases made by individual departments.
10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008