

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Accounts Payable Clerk

Wage/hour status: Nonexempt

Reports to: Director of Business Services

Clerical/Technical Pay Grade: 5 (226 Days)

Dept./School: Central Business Office

Date Revised: 08/28/2020

Primary Purpose:

Assist in the prompt and accurate payment of all expenses incurred by the district. Work under close supervision and follow established procedures to process purchase orders and invoices and maintain accounting records.

Qualifications:

Education/Certification:

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 do word processing

Proficiency in use of calculator and office machines

Ability to communicate effectively

Experience:

One year of accounting experience at clerical level

Major Responsibilities and Duties:

Accounts Payable/Accounting

1. Develop and implement procedures to ensure timely processing of all accounts payable invoices, requisitions, purchase orders, etc.
2. Maintain accurate records of accounts owed.
3. Prepare invoices, including computing discounts, and coding expenses.
4. Process timely payment of all liabilities generated.
5. Conduct periodic checks of department payables, including travel reports and food service orders.
6. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information.
7. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments.
8. Detect and resolve problems with incorrect orders, invoices, and shipments.
9. Contact district personnel and vendors to correct or obtain information needed.

10. Confirm balances in accounts for all requisitions.
11. Prepare and distribute paid invoices at designated times.

Data Entry

12. Input accounting data into automated accounting system using personal computer.

Administration

13. Work with administrators, principals, directors, and staff regarding accounts payable issues.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.

Records and Reports

15. File office copies of checks, requisitions, invoices, and purchase orders.
16. Keep records up to date.
17. Maintain vendor files and set up new accounts when changes occur.

Other

18. Communicate current status of invoices to campus staff.
19. Prepare correspondence using personal computer.
20. Receive incoming calls, answer questions, and direct calls to the proper party.
21. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
22. Follow district safety protocols and emergency procedures.
23. Has regular in person attendance and complies with notification procedures for absences.
24. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, calculator, computer, and printer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Works with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.