



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	CLERK ACCOUNTS PAYABLE AND APPROVAL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8048
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Requires daily production type work to ensure prompt and accurate payments to vendors. Works independently on routine tasks and checks with supervisor as needed. Contacts cost centers and outside vendors as needed to deal with problems with purchase orders and vouchers.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Validates invoices applicable to purchase orders  
 Prepares and processes vouchers for invoices not covered by purchase orders  
 T Prints checks and electronic transfers as needed and processes voids and adds  
 Balances General Fund and Special Voted Building Fund expenditures, monthly and yearly  
 Processes and maintains central garage work orders and compound gasoline for internal accounting function  
 Prepares vouchers for utilities and posts to ledger  
 Contacts vendors and/or schools when discrepancies occur  
 Maintains open and closed purchase order files and checks open encumbrance list for errors  
 Allocates petty cash, balances and replenishes cash fund as needed  
 Completes all trainings and other compliance requirements as assigned and by the designated deadline  
 Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
 Two (2) years clerical experience  
 Effective communication skills

#### DESIRABLE QUALIFICATIONS

One (1) year business experience in related field  
 One (1) year college credit/general business  
 Two (2) years bookkeeping experience or training  
 Experience in a diverse workplace