



NEW:
07/01/2015

JOB TITLE:	ACCOUNTS PAYABLE AND APPROVAL CLERK
DIVISION	BUSINESS 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.

Types checks 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.

Performs other duties as assigned by the designated Coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

DESIRABLE QUALIFICATIONS

One (1) year business experience in related field

One (1) year college credit/general business

Two (2) years bookkeeping experience or training