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

NEW: Submitted:

07/01/2019   06/11/2019

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