

## **Accounts Payable Clerk**

*Reports to: Business Manager*

### **Qualifications**

The Accounts Payable Clerk should possess:

1. Typing, keyboarding, and computer skills. Proficiency in the use of word processing, spreadsheets, and data base software programs.
2. Records management and accounts payable skills.
3. Ability to handle ongoing projects without direct supervision.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Maintain the purchase order process.
2. Assume responsibility for bank reconciliation on a monthly basis.
3. Assume responsibility for typing, copying, and filing of various school district records in a timely manner.
4. Assist the Business Office in completion of all routine tasks.
5. Keep all office business confidential.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment.

**Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Business Manager.

**Length of Contract**

12 months

**Type of Position**

Non-exempt

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