



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Accounts Payable Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Director of Finance

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- Under the supervision of the Director of Finance, the Accounts Payable Clerk ensures that all the districts' expenses are paid promptly and accurately. To ensure reconciliation and dispersal of district funds in accordance with board policy, T.E.A. regulations and G.A.A.P. Post, delete and balance the district's fixed assets. To be able to complete all accounts payable duties including those requiring the use of copiers, calculators, computers and printers. To discuss with supervisor's methods or ideas that enhance the overall efficiency of the department. To undergo a continuing program of professional development. To contribute to staff morale by projecting a pleasant and friendly personality that exhibits maturity and self-control.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One to two years accounts payable/accounting experience

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receives, matches and accurately sets up payment for all accounts payable, requisitions, and purchase orders.
2. Files and enters office copies of checks, requisitions, invoices, and purchase orders for accounts payable.

3. Maintain annual bond expenditure records and payment details.
4. Contacts district personnel and vendors regarding incorrect orders, invoices, shipments, and account codes.
5. Participates in the annual archiving and disposal of accounts payable records.
6. At the end of the fiscal year compiles an accurate listing of accounts payable and prepaid's including the supporting documentation.
7. Ensures that all 1099's and related reports are distributed as per I.R.S. timeliness and regulations.
8. Develops a working knowledge of district policy regarding fixed assets and accounts payable.
9. Reviews all deposits for posting accuracy prior to weekly posting.
10. Assist the Director of Finance with FYE audit preparation.
11. Assist the campus secretaries with annual reoccurring purchase orders.
12. Maintains knowledge of current practices and trends relative to accounts payable and fixed assets by reading current literature, attending meetings, seminars, etc.
13. Reconciles and disburses funds related to accounts payable in accordance with board policy, T.E.A. regulations and G.A.A.P.
14. Demonstrates punctuality and dependability regarding scheduled workday and overtime.
15. Projects a professional image through demeanor and dress.
16. Operates the following office machines: copier, calculator, and computer.
17. Exhibits problem-solving skills particularly regarding computer updates.
18. Projects a pleasant and friendly personality which exhibits maturity and self-control.
19. Demonstrates ability to communicate in both an oral and written manner.
20. Adheres to proper channels when communicating ideas, problems, etc.
21. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers.
22. Participates in the development of improved methods of operation.
23. Undertakes additional duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

#### **Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

#### **Environment:**

May work prolonged or irregular hours

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**