



## **JOB DESCRIPTION**

**POSITION TITLE:** ACCOUNTING CLERK IV – ACCOUNTS PAYABLE

**OVER-TIME STATUS:** NON-EXEMPT

**PAY GRADE:** 412

### **JOB SUMMARY:**

Performs intermediate skilled clerical and technical work involving the preparation and maintenance of accounts payable, general ledger and related records; does related work as required. Work is performed under the general supervision of the Accounting Supervisor.

### **ESSENTIAL DUTIES:**

- Prepare and maintain intermediate accounting, general ledger, and other financial records
- Verify invoices for accuracy, approvals, expenditure account codes, and duplicate payments
- Reconcile vendor invoices and statements to receiving records and purchase orders
- Work closely with schools and departments to obtain and verify receiving records
- Resolve discrepancies on invoices by working with vendors and schools / departments
- Reconcile and process vendor invoices for payment
- Reconcile and process utility bills for payment
- Analyze utility bills for excessive consumption to identify potential problems
- Enter financial data into computer, balance batch and disbursement reports
- Prepare weekly check runs for local, grant, food service and textbook funds
- Respond to vendor inquiries regarding payment
- Follow scheduled timeline for cut-off dates and check runs
- Maintain vendor files
- Provide required documentation for annual audit
- Distribute accounts payable checks
- Prepare monthly, quarterly and annual spreadsheets and reports as needed
- Operate a personal computer, scanner, calculator, and other office equipment incidental to maintaining financial, clerical and related records
- Perform a wide variety of clerical, bookkeeping and related tasks as required

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school preferably supplemented by courses in bookkeeping and accounting; and considerable experience involving the maintenance of accounts payable, financial or statistical records. MUNIS financial system experience preferred.

### **JOB SPECIFICATIONS/PHYSICAL REQUIREMENTS:**

Thorough knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and principles, and their application to the accounting transactions of the area assigned; general knowledge of standard office procedures, practices and equipment; skill in the use of CRT and word processing equipment; ability to establish and maintain effective working relationships with fellow school employees, vendors and the general public; ability to follow detailed and written instructions; ability to prepare intermediate financial records and reports.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.