



JOB DESCRIPTION
Accounts Payable Clerk II

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The Accounts Payable Clerk II, under the general supervision of the Chief Financial Officer for Business Services and the immediate direction of the Accounts Payable Supervisor, processes accurate and expeditious payments to all District's vendors, including employee travel and reimbursements, under the clerk follow established procedures to also process purchase orders and invoices and maintains accounting records.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year of accounting experience at a clerical level

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Resume is required and a copy must be submitted with your letter of interest

KNOWLEDGE / SKILLS / ABILITIES:

- A working knowledge of bookkeeping procedures
- Must have a working knowledge of computer operations
- Requires a high degree of accuracy in the processing of disbursements
- Must possess excellent data entry skills
- Must be detail oriented but also be able to work in a fast paced environment
- Must have excellent oral communication skills and the ability to answer a multiple line phone system
- Must be able to work well with others

DUTIES AND RESPONSIBILITIES:

1. Processes disbursements to vendors based on invoices, purchase orders and receiving documents.
2. Prepares all remittance information to be mailed with the checks.
3. Maintains vendor files in alphabetical order with all unpaid purchase orders being current.
4. Communicates with vendors in reference to purchase orders and invoices to ensure accurate payment to all vendors.
5. Communicates with all campuses and departments to ensure timely and accurate payment to all vendors.
6. Checks purchase orders and requisition codes prior to payment and posting expenditures in the financial accounting system.
7. Assists District staff and vendors in answering questions in reference to items ordered, budget codes, requisitions, policy and procedures.
8. Maintains accurate accounting files and performs summer updates of the accounting system.
9. Communicates with the bank for stop payments and check status periodically.
10. Processes requisitions and purchase orders for manual checks and posts all manual checks.
11. Assigns vendor numbers to requisitions and verifies accuracy of requisitions.
12. Adds, updates and obtains vendor payment information to enter in the financial accounting system when necessary.
13. Assists the Accounts Payable Supervisor in posting deposits, cash receipts, journal entries and budget transfers.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively, concentrate, reason, understand verbal instructions, analyze, differentiate, read, compile, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds). Performs repetitive hand motions, hear, speak, and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment to include ten key adding machine, fax machine, and pressure/sealer

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.