



**JOB DESCRIPTION**  
**Accounts Payable Clerk I**

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The Accounts Payable Clerk I, under the general supervision of the Chief Financial Officer for Business Services and the immediate direction of the Accounts payable supervisor, assists the accounts payable department staff in the efficient and accurate operation of the office transactions.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

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

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of basic accounting procedures
- Ability to use personal computer and software to develop spreadsheets, databases and do word processing
- Proficiency in use of calculator and office machines
- Ability to communicate effectively
- Ability to work well with others

**DUTIES AND RESPONSIBILITIES:**

1. Adds new vendors in the Financial Accounting System.
2. Updates current vendor information as required.
3. Maintains 1099 information for required vendors.
4. Maintains paper vendor files for all disbursements.
5. Assigns vendor numbers to requisitions and verifies accuracy of requisitions.
6. Distributes requisitions to the appropriate staff.
7. Assists in maintaining accurate accounting files.
8. Operates copy machine, ten key adding machine, and computer equipment.
9. Assists in posting transactions in the financial accounting system.
10. 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

Calculator

Personal computer

**Paraprofessional Pay Grade: 3**  
**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.*