

**ST. JAMES R-I SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**Title:** Accounts Payable Clerk

*Updated: 12/04/16*

**F.L.S.A.** Non-Exempt

**Qualifications:**

1. High School Diploma
2. Experience and training in bookkeeping
3. Experience working in a professional office setting
4. Strong computer and mathematical skills
5. Understand and properly apply the district's financial software
6. Strong data entry skills
7. Good verbal and electronic communication skills
8. Self-starter and able to work independently

**Reports to:** Superintendent

**Job Goal:**

The Accounts Payable Clerk will process a high volume of invoices for payment; review accounts and reconcile statements.

**Performance Objectives:**

1. Process incoming purchase orders, invoices, and statements
2. Enter invoices in accounting system
3. Order office supplies for central office staff
4. Backup coverage for telephone and reception area
5. Order copier supplies and copy paper for the district
6. Prepare invoices for approval for payment
7. Process and prepare checks for mailing
8. Prepare Report of Warrants for board meeting
9. File all copies of payment vouchers in vendor files
10. Coordinate with building secretaries on outstanding purchase orders
11. Send out W-9's as needed
12. P-Card management
13. Maintain vendor information in accounting system, including current Form 1099 information
14. Clear out all outstanding purchase orders
15. Enter E-Rate information
16. Calculate county tax receipts
17. Prepare and mail 1099 forms
18. Enter bank transfers between fund accounts
19. Enter bank fees in accounting system
20. Prepare deposits and summaries for revenues received in central office
21. Enter deposit summaries and in accounting system for all buildings
22. Manage the cash analysis worksheet for the NOW operating account
23. Destroy files eligible for destruction according to the retention schedule
24. Comply with federal, state, local, and Board of Education policies and regulations
25. Perform other duties as assigned by the Business Manager or the Superintendent

**Terms of Employment:**

Employment is on an annual basis. This is an at-will position. The superintendent makes employment recommendations in April of each year for the next fiscal year. The final decision is made by the Board of Education. Salary is based on the Classified Salary Schedule adopted annually by the Board of Education.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff (P 4620).