

SUPERINTENDENT REVIEW

JOB DESCRIPTION Nebo School District

Accounts Payable Clerk

Purpose Statement

The job of Accounts Payable Clerk is done for the purpose/s of performing a variety of financial activities related to the accurate processing of payment for approved invoices/contract payments, payment requests; recording, updating and reconciling financial information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Assistant Business Administrator

Essential Functions

- Assists outside auditors for the purpose of providing requested supporting documentation required for audit.
- Compiles invoices, vendor statements, registers, etc. for the purpose of providing required documentation and/or analyzing information to make appropriate payments of amounts due.
- Informs other staff and/or outside parties regarding procedural requirements (e.g. submission procedures, sales tax status, etc.) for the purpose of processing transactions in compliance with district guidelines.
- Maintains financial information, files and records (e.g. purchase orders, invoices, payment requests, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors payment activity for the purpose of supporting district departments with budget compliance.
- Participates in unit meetings, in-service trainings, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. check summary, registers, 1099's, positive pay file, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information for the purpose of appropriately paying all approved invoices/contract payments and payment requests, updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data (e.g. vendor statements, utility payments, registers, etc.) for the purpose of making accurate and approved payments and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to established procedures prior to processing.

- Responds to inquiries of vendors, staff and administration (e.g. status of payment or account balance, credits due, eligible expenses, etc.) for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records and performing bookkeeping procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working independently and under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

4/29/2019

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Director Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____