

MARION COUNTY JOB DESCRIPTION

Position Title: Accounts Payable Clerk

Department: Central Office

Reports To: Finance Director

Approved By: Marion County Board of Education

Date: September 2013

SUMMARY: Performs responsible accounting duties, such as managing the district's accounts payable cycle and maintaining the district's fixed assets by performing the duties listed below

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Process all district Purchase orders, ensuring accuracy and completion.

Submit all approved purchase orders to vendors.

Enter Purchase orders into MUNIS accurately.

Process travel vouchers, utility bills and all other billings for payment in a timely manner.

Run checks for payments, checking own accuracy.

Submit reports to board members as needed.

Maintain appropriate files of all reports for each payment cycle and vendors.

Mail vendor checks.

Void checks when necessary.

Process monthly billings to schools for reimbursements, following up on payments, when needed.

Enter all district receipts and account transfers in MUNIS.

Enter all new fixed assets in MUNIS

Ensure all fixed assets are assigned a tag number.

Assist with the annual physical inventory of all fixed assets.

File W-9s for vendors with miscellaneous payments for service.

Process 1099s annually, working in conjunction with the schools.

Work with auditors annually to assist in researching account records.

Attends accounting-related meetings and workshops as needed.

Operate office machines such as fax, copier, printers, etc.

Perform clerical duties such as typing, etc.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with at least two (2) years of accounting/bookkeeping experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, Ability to apply concepts of basic algebra and geometry. Ability to operate a 10-key proficiently.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of standard bookkeeping practices and ability to operate a personal computer and related software, with advanced Microsoft Excel and Word skills. Ability to develop *effective working* relationships with staff and the school community. Ability to communicate clearly and concisely, *both* orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Excellent multi-tasking and organizational skills are a necessity, along with confidentiality.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT.. The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

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