

**CLAYTON MUNICIPAL SCHOOLS
JOB DESCRIPTION**

Position: Accounts Payable Officer

Supervisor: Business Manager/Superintendent

General Job Description:

The Accounts Payable Officer will perform accounting tasks related to the efficient maintenance and processing of accounts payable transactions. The Accounts Payable Officer will process purchase orders and invoices for payment according to established procedures, enter data, distribute mail, file, and scan documents. The Accounts Payable Officer will be required to assist in other areas in the Business/Administration Office as needed.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Sort and match incoming invoices for payment.
3. Set up invoices for payment.
4. Process check requests.
5. Prepare and process payable checks.
6. Monitor purchase orders to ensure payments are up to date and processed in a timely manner.
7. Resolve invoice discrepancies.
8. Update vendors file maintenance with current address, phone, fax, W-9, etc.
9. Correspond with vendors and respond to inquiries.
10. Correspond to RPS staff via email or phone messages.
11. Produce monthly reports for Board meetings.
12. Receipt in cash and checks for deposit as part of the Internal Control Policy.
13. Make bank deposits daily as part of Internal Control Policy.
14. Pick up the district mail at the post office daily as part of Internal Controls Policy.
15. Assist in answering the phones when needed.
16. Assist in greeting visitors when needed.
17. Demonstrate ethical behavior.
18. Engage in self development.
19. Follow district policies and administrative rules and regulations.
20. Maintain behavior appropriate to performing and accomplishing assigned duties.
21. Know what to do to successfully complete assigned work.
22. Project an over-all concern for personal appearance as it relates to job performance.
23. Match and reconcile statements and invoices to purchase orders, and if complete, work-up for payment.
24. Maintain a file system for purchase orders, invoices, paid purchase orders, and computer print outs.
25. Filing
26. Scanning

27. Shredding of documents and printouts
28. Other duties or tasks as may be deemed appropriate and necessary by immediate supervisor and/or superintendent.

Additional Duties and Responsibilities:

- Box up and transfer files annually for storage
- Fix folders for print outs.
- Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or superintendent.

Qualifications:

1. High School Diploma or GED equivalency.
2. Demonstrated knowledge of basic office procedures.
3. Demonstrated knowledge and skill of computer function and operation.
4. Experience with Excel and Word
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required.

Terms of Employment:

Salary and work year to be established by the Board.
240 Day Calendar, 8 hours per day

Employee Signature of Receipt

Date