

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Accounts Payable Clerk (MRUSD)
Location: Superintendent's Office
Job Group: Non-Certified, Non-Union Support Staff
Reports To: MRUSD Business Manager

Summary: Processes accounts payables and maintains associated vendor and invoice files for the Supervisory Union.

Essential Duties and Responsibilities:

1. Reviews, processes and pays all authorized invoices. Interacts with school secretaries and MRUSD personnel to ensure an accurate and scheduled process. Ensures timely data entry to automated system.
2. Maintains vendor files including, but not limited to: contact information, policy or account numbers and general processing procedures. Responds to vendor inquiry regarding payment.
3. Maintains files of paid and unpaid invoices and purchase orders.
4. Assists with annual audit and budget preparation.
5. Prepare and verify utility purchase orders in accordance with each school budget. Prepares weekly check warrants for board approval.
6. Creates purchase orders for Central Office in accordance with budget. Create and maintains appropriate purchase order files in Business Office.
7. Prepares annual 1099 documents and related schedules for IRS reporting.
8. Receives incoming calls for the Central Office. Routes calls, takes messages and answers questions as necessary.
9. Purchase postage for Post Meter, as required, and invoices quarterly for department usage.
10. Cross-trains with other positions in the Business Office.
11. Performs other duties as assigned.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are typical 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 graduate or equivalent plus two or more years' accounting/bookkeeping experience. An Associate's degree in accounting may be substituted for actual work experience at the discretion of the Business Manager.

Licenses and/or Certificates: Valid Vermont Driver's License

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine and correspondence. Ability to speak effectively to individuals or before groups from the greater school community.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

Reasoning Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Demonstrated ability to deal with problems involving several concrete variables in standardized situations is necessary.

Other Skills and Abilities: Personal computer and spreadsheet experience. Effective organization skills and the demonstrated ability to manage multiple tasks are required. Ability to communicate clearly and concisely, both orally and in writing is essential. Ability to perform duties with awareness of all district requirements and School Board policies as it relates to the job responsibilities is essential.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the district 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 and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds, such as computer-generated reports. Specific vision abilities required by this job include close vision and depth perception. The position requires some travel to schools within the District while performing job functions.

Work Environment: *The work environment characteristics described here are representative of those an employee 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 moderate. Work performed is in an office setting. The position demands meeting deadlines with severe time constraints.

Terms of Employment: 12 months

Evaluation: Conducted annually by the Business Manager.

Date Updated: September 19, 2019

Date Approved:

The information contained in this job description is for compliance with the Americans 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 individual(s) currently holding this position and additional duties may be assigned.

The Board reserves the right to waive the essential requirements contained in this job description.

