



# Longview Independent School District

## JOB DESCRIPTION ACCOUNTS PAYABLE CLERK

<b>JOB TITLE:</b>	Accounts Payable Clerk	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Finance	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Business	<b>PAY GRADE:</b>	Clerical/Para 5

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### PRIMARY PURPOSE:

Assist in the prompt and accurate payment of all expenses incurred by the district; work under close supervision and follow established procedures to pay invoices and maintain accounting records

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Special Knowledge/Skills:

- Knowledge of basic accounting procedures; ability to reconcile statements
- Ability to maintain accurate and auditable records
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Proficiency in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate manner
- Ability to communicate effectively with employees, peers, and supervisory personnel
- Ability to work independently
- Must be detail oriented

#### Experience:

Minimum one year of experience, school district accounting preferred

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, etc.
2. Match invoice with proper purchase orders; ensure completeness and accuracy of invoices and shipments



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Prepare accounts payable checks using proper budget codes and distribute paid invoices at designated times
4. Input accounting data using personal computer
5. File office copies of checks, requisitions, invoices, and purchase orders
6. Receive incoming calls, answer questions and direct calls to the proper party
7. Keep informed of and complies with state and district policies and regulations concerning primary job functions
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with district employees in the specific work site assigned (office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS:** (continued)

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**