

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year successful experience in the bookkeeping/accounting field preferred.
- (3) Course work in bookkeeping and/or basic accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, rules, policies and procedures. Ability to organize and prioritize. Ability to work independently. Ability to meet deadlines with time constraints. Skill in use of computer accounting applications. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with district/school staff, administrators, and outside agencies.

REPORTS TO:

Director, Finance

JOB GOAL

To perform accounts payable functions in a timely, accurate and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process purchase orders/requisitions and invoices for payment, including employee travel reimbursements.
- * (2) Maintain and monitor all vendor accounts, vouchers, and contracts related to the schools and departments.
- * (3) Review and verify invoice items and prices with purchase orders prior to payment.
- * (4) Analyze and complete all necessary follow-up on statements received by vendors.
- * (5) Monitor and check all purchase orders for correct accounting codes and proper signatures prior to payment.
- * (6) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (7) Assign new vendors numbers at the request of schools and departments.
- * (8) Responsible for maintaining all accounts payable records for the prescribed period of time established by law or by the district.
- * (9) Demonstrate initiative in performance of assigned responsibilities.
- * (10) Responsible for year-end AP process and reporting including 1099-MISC & 1099-NEC.
- * (11) Receipt all monies, make deposits, and transfer monies for payroll and accounts payable.
- * (12) Responsible for all construction payments and maintaining all records of those payments.
- (13) Establish vendor files and answer vendor questions as appropriate.
- (14) Process wire transfers and manual payments.
- * (15) Record and maintain ACH information for vendor payments.
- (16) Oversee district credit card program including monthly reconciliations.
- (17) May be required to work adjusted hours during peak times.
- (18) Maintain confidentiality regarding school/ workplace matters.
- (19) Manage time efficiently.

ACCOUNTS PAYABLE CLERK (Continued)

- (20) Adhere to applicable safety standards.
- (21) Represent the District in a positive and professional manner.
- (22) Respond to inquiries and concerns in a timely manner.
- (23) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 6 of the ESP Salary Schedule
DOE Job Code 75032**

**Sr. Accounts Payable Clerk
Group 8 of the ESP Salary Schedule
DOE Job Code 75032**

Revised Board Approval ~~04/11/2017~~, 08/20/2024