

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Accounts Payable Clerk

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting, or Finance
- Ability to rapidly and accurately enter and retrieve computerized data
- Prior successful experience working in accounting strongly preferred
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Business Manager

SUPERVISES: N/A

JOB GOAL: To provide general support to the Finance Department for accounts payable

PERFORMANCE RESPONSIBILITIES:

- Act as Finance Department's primary point of contact for accounts payable inquiries and issues
- Provide oversight and support of Integrity Accounts Payable Module
- Process and maintain Accounts Payable transactions
- Process invoices ensuring appropriate paperwork has been completed (match invoices to PO)
- Process payment of Accounts Payable claims docket, print checks, and mail as appropriate.
- Present monthly claims docket to the board for approval
- Ensure proper retention of Accounts Payable files in accordance with district policy
- Assist other staff in completing purchase order process, answering questions and routing requests
- Review and record monthly cash receipts into the Integrity Accounts Payable Module
- Provide assistance to Purchasing/Fixed Asset clerk
- Assist office staff with regular duties
- Appropriately maintain and secure confidential records and inquiries
- Professionally represent the school and the District in interactions with parents, community, staff, and students
- Troubleshoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory
- Comply with applicable district, state, local and federal laws, rules and regulations
- Perform such other tasks and assume such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)