

Job Title: Accounting Clerk	Wage/Hour Status: Hourly
Reports to: Accounts Payable Manager	Pay Grade: 306
Dept./School: Financial Services	Date Revised: October 26, 2018

Primary Purpose

Research and resolve invoice discrepancies. Enter data into accounts payable system.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing scores on District's clerical test
- Knowledge of accounting, word processing and spreadsheet software
- Excellent organization, communication, interpersonal skills and public relations

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Research and resolve vendor discrepancies and credits.
2. Process vendor checks for mailing.
3. Adhere to timelines for invoices, payroll deductions, statements, reports, checks and production schedule.
4. Initiate vendor contact as well as create and maintain positive image and relationship with all vendors (local and other).
5. Exercise critical thinking and problem-solving skills when resolving various complex vendor payment issues.
6. Compose correspondence for internal and external customers.
7. Process check exceptions and employee reimbursements.
8. Assist with data input of difficult or complicated invoices and balances reports for those invoices.
9. Assist with credit card statement reconciliation and payment.
10. Train clerks at campuses and departments as needed.
11. Prepare direct payment authorizations, corrections, reversals, and journal entries.
12. Recommend changes to vendor master file.
13. Maintain and track professional development registration and posting for department training classes.
14. Maintain log of voids and invoices with no preassigned numbers.
15. Assist with scanning and indexing of invoices in Accounts Payable.
16. Assist with general ledger reconciliation.
17. Develop and maintain documentation for data entry of specialty invoices such as discounts, prepaid, COR, game workers, travel, and employee reimbursements.
18. Maintain statistical data as required by manager.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, Typewriter, fax machine, calculator, 10-key adding machine, printer, copier

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. under stress. Occasional prolonged and irregular hours. Repetitive hand motions.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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