

# JOB DESCRIPTION

**Job Title** Clerk Accounting  
**Reports to** Supervisor Accounts Payable  
**Dept/School** Financial Services

**Job Title Code** 416726  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 306  
**Date Revised** August 06, 2025

## Primary Purpose

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

## Education/Certification

- High School Diploma/GED

## Special Knowledge/Skills

- Knowledge of accounting, word processing and spreadsheet software
- Excellent organization, communication, interpersonal skills and public relations
- Mathematical, calculation and conversion skills with excellent attention to detail

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Research and resolve vendor discrepancies and credits.
2. Review of checks of invoices paid before mailing or creating electronic payment file(s).
3. Adhere to timelines for invoices, payroll deductions, statements, reports, checks and production schedule.
4. Initiate vendors contact as well as creates and maintains positive image and relationship with 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 checks exceptions and employee reimbursements.
8. Assist with data input of difficult or complicated invoices and balances reports for those invoices.
9. Provide training to District employees on accounts payable processes and procedures.
10. Prepare direct payment authorizations, corrections, reversals and journal entries.
11. Recommend changes to vendor master file.
12. Maintain log of voids and invoices with no preassigned numbers.
13. Assist with scanning and indexing of invoices in Accounts Payable.
14. Assist with general ledger reconciliation.
15. Develop and maintain documentation for data entry of specialty invoices such as discounts, prepaid, COR, travel and employee reimbursements.
16. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
17. Maintain statistical data as required by manager.
18. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Equipment Used

Computer, fax machine, calculator, printer, copier, and scanner

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## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control undress stress. Work with frequent interruptions. Occasional prolonged and irregular hours. Repetitive hand motions. Prolonged use of computer.

## Terms of Employment

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

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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 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 with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.