

Job Title:	Accounts Payable Clerk	Wage/Hour Status:	Non-Exempt
Reports to:	Accounts Payable Manager	Pay Grade:	305
Dept./School:	Financial Services	Date Revised:	October 16, 2024

Primary Purpose

Open and distribute mail and enter invoices for payment.

Qualifications

Education/Certification

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

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent organization, and communication, skills
- Good public relations (customer service) and interpersonal skills
- Knowledge of computers and software applications

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Open, prioritize, and route invoices for timely payment. Verify, ensure and route discounted or other non-standard payment term invoices.
2. Input data, invoices, and run programmed reports.
3. Maintain optimal accuracy in completion of files batches while ensuring compliance.
4. Maintain integrity and privacy of department electronic storage systems and files.
5. Exercise judgement and discretion when planning work details.
6. Keep statistics on incoming mail and batches.
7. Recommend changes to vendor master file.
8. Assist in processing vendor checks for mailing.
9. Maintain scan files for invoices and other documents.
10. Answer telephone and directs messages.
11. Monitor department generic email in box to print, transfer, or route invoices.
12. Gather invoices and other information for auditors (external and internal).
13. Scan or transfer all incoming mail and email to Laserfiche.
14. Perform research on invoices to ensure proper data entry.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, Printer, Fax Machine, Copier, typewriter, adding machine and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; repetitive hand motions, and prolonged use of computer.

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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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.