

**TITLE:           Accounts Payable Clerk**

- QUALIFICATIONS:**
1. Bachelor's or Associate degree from accredited college or university with major coursework in accounting, finance or business related field preferred.
  2. Minimum 5 years work experience in accounting or finance, preferable in governmental environment
  4. Working knowledge of general office computer software including Microsoft Office
  5. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
  6. Ability to work in a team environment.
  7. Ability to work independently with a high degree of accuracy and organization.

**REPORTS TO:** Chief Financial Officer and Accounting Supervisor

**JOB GOAL:**     Assists in the administration of the system's business affairs

**JOB DUTIES:**

1. Assist with processing purchase orders
2. Responsible for corresponding with vendors and responding to inquiries
3. Responsible for reviewing invoices and check request and resolve any discrepancies
4. Responsible for sorting and matching all invoices and check request for payment
5. Prepare and process all accounts payable checks, including reconciling and monitoring all accounts to ensure payments are up to date.
6. Verify the accuracy of all input batches
7. Responsible for maintaining vendor file and responding to vendor inquiries in a positive manner.
8. Recommend purchase orders that need to be finalized or closed to the supervisor
9. Ensure that all vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
10. Pay Invoices, reconcile monthly purchasing card statements and correspond with school personnel concerning discrepancies.
11. Assist with year-end closing
12. Process all CNP account payable processes as listed above
13. Assist with preparing invoices for reimbursement.
14. Assist with Local School Accounting, including Auditing functions
15. Maintains exceptional level of customer service.
16. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
17. Works closely with the Accounting Supervisor and Chief Financial Officer to coordinate the functions of the finance accounts payable department.
18. Maintain confidentially, any school system related information and any sensitive employee information.

