

# **Job Description: Accounts Payable Clerk**



## **Position Title:**

Accounts Payable Clerk

## **FLSA Status:**

Non-Exempt

## **Salary Grade:**

Educational Support Personnel

## **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

## **Custom Job Purpose:**

To provide support services to all schools and departments by performing accounts payable functions in the most efficient and timely manner.

## **Essential Functions of this Job**

Processes check requisitions verifies invoices and amounts requested. Processes approved purchase orders. Verifies vendors' statements against invoices. Provides information to school personnel and to vendors regarding the status of purchase orders and invoices. Issues change funds for principals and departments. Processes maintenance receipts; obtains information for incomplete receipts.

Processes new acquisitions. Screens and processes documents. Assigns identification numbers and codes, and records other pertinent information.

Assists property auditors in completing paperwork on physical inventories. Assists in removing property from inventory. Assists property custodians and other school personnel with inventory problems.

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## **Non-Essential Functions of this Job**

Performs other duties as assigned.

## **Knowledge, Skills, and Abilities:**

Some knowledge of bookkeeping and accounting principles and practices. Knowledge of office practices and procedures. Skills in Microsoft Office Products, Enterprise Resource Planning (ERP) packages, and other standard office machines. Ability to perform arithmetic calculations with speed and accuracy. Ability to work with numerical data and to maintain attention to detail. Ability to communicate effectively with school personnel and vendors. Ability to maintain accounting files, records, and reports. Bilingual/biliterate preferred.

## **Education, Experience and/or Certification/License Requirements**

Graduation from high school or completion of GED, considerable experience as a bookkeeper or an accounting clerk, or an equivalent combination of training and experience. Data entry experience helpful.

## **Work Context:**

Requires sitting and some standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

## **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

## **Local Code:**

9000

## **EEO5:**

## **Approval Date:**

**Date Last Revised: 4/11/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.