

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE: Accounts Payable Clerk**

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

Under direction, performs routine accounting functions, as well as computer tasks, in the preparation and processing of accounts payable records and reports.

**SUPERVISOR: Director of Business Services**

### **TYPICAL DUTIES**

1. Review and verify accuracy of invoices, requisitions, purchase orders, receiving documents and similar documents before processing.
2. Check documents for all proper authorizations and budget codes before processing.
3. Check, tabulate, process and post all payables.
4. Review warrants for accuracy and mail to vendors.
5. Maintain accounts payable files.
6. Reconcile monthly vendor statements and maintain vendor records.
7. Research outstanding invoices with school sites and vendors.
8. Research and resolve county office questions regarding accounts payable payments.
9. Contact vendors regarding problems on invoices.
10. Prepare Federal, State and Local financial reports such as Sales tax etc.
11. Prepare and reconcile monthly bank statements of assigned accounts.
12. Prepare and post fiscal year end accounts payable accrual entries and reports.
13. Prepare calendar year end reports: 1099's etc.
14. Assist in the maintenance and reporting of District financial records.
15. Perform other duties similar to the above in scope and function.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principals and procedures of accounting, especially governmental;
- Business office methods, practices, and procedures;
- Bookkeeping methods and terminology;
- Computer based systems and procedures, including word processing, database management, and spreadsheets.

### **Ability to:**

- Perform mathematical functions rapidly and accurately;
- Prepare and maintain accurate financial and statistical records and reports;
- Identify and correct errors in mathematical computations and financial documents;
- Plan, organize, prioritize, and execute a variety of work assignments;
- Maintain accurate and useful filing systems;
- Maintain a variety of record keeping systems;
- Understand and carry out directions in a independent and problem solving manner;
- Type accurately at a rate required for successful job performance;
- Operate office machines and equipment including a personal computer, calculator, fax machine and copy machine;
- Communicate effectively in both oral and written forms;
- Work accurately under pressure;
- Establish and maintain effective work relationships with those contacted in the performance of required duties

## **EDUCATION AND EXPERIENCE**

- Equivalent to completion of the 12th grade; college course work desired with an emphasis in business;
- Two (2) years of increasingly responsible experience in a position requiring bookkeeping and computer skills, preferably in a school district;
- Valid California drivers license;
- TB test clearance.

## **PHYSICAL CHARACTERISTICS**

1. Sufficient vision to read printed material
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Sufficient strength to lift 25 lbs. or carry object weighing over 15 lbs.
7. Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.

Approved by the Board of Education on July 25, 2007