

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounts Payable Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Accounts Payable Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Inspect and verify invoices and purchase orders; review Board of Education minutes and assigned contracts for items related to accounts payable functions; maintain and process an assigned segment of financial records and provide specialized information to vendors and staff

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Examine purchase orders and invoices for accuracy of prices, transportation charges, bid terms, and materials or services ordered; review supporting records such as requisitions, packing slips, and freight bills. **E**

Check invoice extensions and compute totals, net amounts, discounts, and applicable taxes; process purchase order documents for payment; review various direct payment documents for compliance with related contract, Education Code, and district procedures; ensure proper authorization by the governing board and verify arithmetical computations. **E**

Interpret contract language and review contracts for proper approval; ensure that payments are in accordance with contract terms, established policies, procedures, laws, and regulations; **E**

Explain regulations, policies, and procedures relevant to accounts payable functions; make school site visits to assist staff in proper reporting functions. **E**

Establish and monitor encumbrance of district contracts and release encumbrance upon payment; reconcile vendor statements and research discrepancies; contact vendors, district buyers, and other district staff to resolve problems, obtain freight invoices, supplemental invoices, and credit memos from vendors and requests supplemental purchase orders; **E**

Batch materials and input to the mainframe computer for payment through the proper system; reconcile documents to warrant register. **E**

Maintain auditable fiscal records and provide necessary documentation to auditors; review and interpret various computer-produced reports and submit necessary corrections, additions, or deletions; provide documents to effect budget transfers. **E**

Calculate, post, balance, and maintain accounts payable subsidiary ledgers. **E**

Maintain information, compile data, make adjustments, and prepare or assist in the preparation of government required tax reports, quarterly fuel tax reports, and other reports and summaries as required. **E**

Maintain procedures governing work routines; prepare and update manuals and handbooks; prepare documents for issuance of replacement warrants; attend meetings and may assist in making presentations at workshops; maintain and update vendor name and address files. **E**

Prepare correspondence and forms; operate standard office machines, microcomputers, and online data terminals. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal bookkeeping or accounting training and three years of progressively responsible full-time equivalent, paid, bookkeeping or accounting experience, preferably including some experience in the accounts payable or purchasing field.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting principals and procedures.
Reading and writing English communication skills.

ABILITY TO:

Perform computational tasks with speed and accuracy.
Organize financial data.
Reconcile financial statements and reconcile discrepancies as appropriate.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.