



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Accounts Payable Clerk
Board of Trustees Minutes Secretary

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent
2. Prior experience in accounts payable or minutes secretary
3. Typing and computer skills
4. Strong written and verbal communication skills
5. Strong organizational skills
6. Ability to multitask
7. Poised, diplomatic and congenial manner
8. Well-groomed appearance
9. Ability to understand and carry out directions independently
10. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Superintendent

Business Manager for all matters pertaining to the Accounts Payable Clerk

JOB GOAL

Accounts Payable Clerk: To create and maintain a professional and efficient handling of all accounts payable matters

Board of Trustees Minutes Secretary: To facilitate the efficient operation of all aspects relating to Board of Trustees and provide clerical services

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

ACCOUNTS PAYABLE CLERK

1. Data entry processing of all district invoices
2. Maintain a timely accounts payable process with regard to all district purchase orders
3. Receive and file district copy of purchase orders
4. Insure proper general ledger coding, identify errors and discrepancies, and resolve before processing invoices
5. Verify receipt of commodities and/or services ordered
6. Verify that transactions comply with financial policies and procedures
7. Receive all invoices concerning purchase orders; matching the two for payment
8. Copy invoices for inventory items, registration attachments
9. Produce payable docket for presentation to Board of Trustees
10. Manage weekly check run

11. Prepare manual checks as necessary
12. Print payable checks and prepare for mailing
13. Prepare advance/reimbursement of travel checks, follow-up on un-reconciled items
14. Research and reconcile statements
15. Act as primary point of contact for accounts payable inquiries and issues
16. Prepares accounts payable reports for various departments
17. Monitor encumbrance file for 60 day old purchase orders
18. Insure proper general ledger coding, identify errors and discrepancies, and resolve before processing invoices
19. Maintain documentation from each school that all goods and/or services have been received prior to making payment to the vendor. Taking steps to replace any items damaged in shipment
20. Assist with annual audits
21. Perform other duties as assigned

BOARD OF TRUSTEES MINUTES SECRETARY

1. Maintain official minutes of Board of Trustee meetings, including indexing records
2. Prepare agendas, records, and files of meetings
3. Prepare materials and notifications for board members
4. Compile information and prepare reports as needed
5. Maintain board calendar
6. Make travel arrangements for board members when requested
7. Collect, organize, and prepare materials for board meetings; distribute to board members
8. Review records and documents for accuracy and completeness; takes steps to correct when necessary
9. Maintain all records of board activities in accordance with the Mississippi Department of Education Accountability standards and the Mississippi Association of School Board guidelines
10. Maintain confidentiality
11. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.