

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
Account Clerk II - Accounts Payable Clerk

Job Title: Account Clerk II - Accounts Payable Clerk

Wages: Classified #1 Salary Schedule: Range 27

Description: This position is responsible for the financial, administrative and clerical services related to the accounts payable process in accordance with WPCSD policies and procedures. This includes, but is not limited to, receiving, processing and paying vendor invoices and purchase orders and assisting with production and maintenance of the District's fixed asset inventory system.

Specific Duties:

1. Work with district personnel to facilitate an effective and efficient accounts payable system including training new personnel with respect to a/p processes, policies and accounting system functions and reports
2. Obtain, review, and process vendor invoices and purchase orders in a timely manner.
3. Obtain proper authorization of invoices, purchase orders, and checks.
4. Encumber budget to account for authorized purchases.
5. Maintain and update vendor files (hard copy and in the accounting system)
6. Obtain appropriate documentation and set-up new vendors in the accounting system
7. Follow-up on outstanding purchases and vendor account balances.
8. Issue, mail and distribute vendor checks.
9. Maintain duplicate check, or warrant, files.
10. Process and maintain appropriate vendor documentation and files for local, state, and federal agencies.
11. Provide check registers and budget reports to Board for review and authorization at each public meeting.
12. Entertain questions from vendors regarding account status.
13. Tag and track fixed assets and maintain asset inventory system.
14. Coordinate and assist with annual physical inventory count and report results to administration
15. Perform other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate processing of purchase orders, checks, and reports.
2. Obtains proper authorization before issuing checks.
3. Auditor comments relative to payment of bills and internal controls contained in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with vendors and assists staff with the account payable process.
6. Accuracy of asset inventory system.

Physical Requirements:

Account Clerk II must be capable of standing/walking without restrictions. Account Clerk must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping/bending or squatting is required on a frequent basis, ranging from slight forward bending to floor level. Must be able to push, pull, lift and carry objects up to 25 pounds on an intermittent basis.

Immediate Supervisor: Business Supervisor