

USD 416 Work Agreement

Accounts Payable Clerk

TITLE: Accounts Payable Clerk

PURPOSE AND OBJECTIVES OF THE POSITION: The accounts payable clerk assists in maintaining financial records, and assists in preparing and administering the annual budget to ensure efficient and lawful operation of the school district. To accomplish these tasks the accounts payable clerk must work closely with administration and staff of USD 416.

RESPONSIBLE TO: Superintendent

PAYMENT RATE: Salary and benefits commensurate with experience

ESSENTIAL JOB FUNCTIONS:

1. Assists in maintaining financial records to ensure efficient operation of the school district.
2. Assists in preparing and administering the annual budget to ensure efficient operation of the school district.
3. Ensures that all activities conform to district guidelines.
4. Communicates effectively with members of the school district and community.
5. Reacts to change productively and handles other tasks as assigned.
6. Supports the value of an education
7. Supports the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Bookkeeping experience.
4. Experience in using various computers and computer programs.
5. Demonstrated typing and filing skills
6. Ability to compose letters.
7. Desire to continue career improvement.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): District Office

- Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

EQUIPMENT (Machines, devices, tools, etc. used in job performance):

computers, telecommunications equipment, postage meter, binder, copier

CRITICAL SKILLS/EXPERTISE (Needed for this job specifically):

1. Keeps a record of all warrants and warrant checks issued showing the number, date and amount thereof, on what fund drawn, and the name of the person or party to whom the same are made payable.
2. Keeps a record of the amount of money in the treasury and in each particular fund.
3. Keeps a record of all indebtedness.
4. Maintains records of all district accounts.
5. Assembles all claims against the Board of Education for review.
6. Prepares and submits to the Board of Education monthly report, including:
 - a. Money received by the treasurer since the last report, and from what sources received.
 - b. All money disbursed, and the purposes for which expended.
 - c. Balance of the general fund in the hands of the treasurer.
 - d. Balance of bond and interest funds in the hands of the treasurer.
7. Assists with the preparation of the annual budget (consolidated budget requests, compiling comparative data, preparing charts, graphs, etc.) including typing, mailing, and distribution.
8. Assists with the development of necessary forms, reports, and procedures to further improve budgeting and budgetary controls.
9. Files monthly budget and expenditure ledger sheets.
10. Closes and balances General Ledger.
11. Prepares statement of funds and balances.
12. Issues a monthly report of budget balances showing the status of all budget funds.

13. Maintains records of operations expenditures.
14. Observes district policies at all times.
15. Determines items to be charged to individual budgets from bills and claims vouchers paid by the Board of Education.
16. Checks claims, figures total amount, prepares list for payment and keeps records of all payments made.
17. Obtains proper approval for purchase requisitions and prepares purchase orders for all district supplies and equipment.
18. Performs other duties as assigned by the Superintendent or Board of Education.

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.