



## David Douglas School District #40

### Classified - Job Description

#### **ACCOUNT CLERK III - ACCOUNTS PAYABLE / PAYROLL CLERK**

Schedule: 12 months per year  
Class: 15

#### **POSITION PURPOSE**

This position provides dual support to the weekly accounts payable process and the semi-monthly payroll processes:

- Accounts payable duties in this position coordinate the accurate and timely payment of bills
- Payroll duties in this position include processing payroll documents such as timekeeping forms, employee reimbursements, and other related forms

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Maintain filing systems to substantiate timekeeping, payments and supporting documents as required
- Assist with annual close procedures as required
- Maintain a high level of ethical behavior and confidentiality when dealing with staff information
- Provide excellent customer service to vendors and staff in assisting with payroll and payables processes

#### **ACCOUNTS PAYABLE SUPPORT**

- Invoice receipt, verification and calculations required for vendor payments to be processed
- Invoice entry into the District's enterprise system and payment scheduling in conformity with District policies and procedures
- Voucher preparation in the system for disbursement via check, EFT or ACH transfer
- Processing and disbursement of travel and training costs, employee reimbursements, student body activities, capital construction projects
- Sorting, distribution, filing and mailing of forms, purchase orders, accounting documents and correspondence
- Perform other accounts payable tasks as assigned

#### **PAYROLL SUPPORT**

- Employee payroll processing including receiving, documenting and data entry required to complete the District's payrolls
- Resolution of discrepancies between employees and the payroll department
- Provide employment verification for inquiring agencies
- Perform other payroll related tasks as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent required, Associates degree or higher in Accounting, Finance, Business Administration or related field preferred
- Three years progressively responsible accounting experience including processing financial transactions, recordkeeping, and preparation of monthly, quarterly and/or annual reports. Experience in analytical and technical accounting and accounts payable with experience in capital construction payables preferred. Knowledge of governmental accounting preferred. Accounts payable certifications such as CAPA or CAPP would be desirable

- Working knowledge of basic bookkeeping and accounting procedures and the ability to apply bookkeeping and accounting principles to the maintenance of accounts payable, fiscal records and statements, and to locate, retrieve, verify, and interpret moderately complex bookkeeping and accounting records
- Ability to maintain the confidentiality of sensitive information related to personnel, financial, and legal matters
- Advanced computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written directions with a high degree of accuracy
- Ability to work independently, prioritize tasks to meet deadlines, and to work as a team member with Department staff
- Ability to provide excellent customer service and communicate effectively as an accounting professional in this essential role

**ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the department. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment for extended periods of time.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.