



David Douglas School District #40

Classified Job Description

ACCOUNTING CLERK III - ACCOUNTS PAYABLE CLERK

Schedule: 12 months per year

Class: 15

POSITION PURPOSE

The Accounts Payable Clerk provides accurate and timely coordination and payment of the School District's bills, including vendor communications, invoice approval coordination and entry, voucher processing and payments, quarterly reporting, annual form 1099 reporting, and other accounts payable duties as assigned. This position reports to the Accounting Manager.

NATURE AND SCOPE OF RESPONSIBILITIES

- Receipt and review of employee reimbursements and invoices and payment documentation, verification of addition, extensions and other calculations such as but not limited to retainage, discounts, and mileage or meal per diems; coordination of required approvals; receipts, and reconciliation of vendor statements before payments are processed
- Entry of verified invoices and payment documentation into the District's enterprise system and scheduling vendor and employee payments in conformity with District policies and procedures
- Preparation of vouchers in the system for disbursement via check, EFT or ACH transfer and coordinates vendor payment documentation
- Maintain the filing systems to substantiate payments and other accounting procedures as required
- Sort, distribute, file and mail forms, purchase orders, accounting documents and correspondence
- Provide excellent customer service to staff and vendors in explaining and assisting with the purchasing and payables processes
- Complete year-end closure of outstanding purchase orders, set up vendor and purchase order files for the new school year
- Complete annual filing of the District's Form 1099 using the enterprise system, and quarterly filing of the District's reports such as fuel tax and e-rate reimbursements • Perform other 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, record keeping, 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
- A 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, prioritizing tasks to meet deadlines, and to work as a team member with the 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.