



**Title: Accounts Payable Clerk**

FLSA Status: NON-EXEMPT

**BRIEF DESCRIPTION:**

The purpose of this position is to perform general accounting/accounts payable support for the assigned department. This is accomplished by processing and recording invoices, bills, receipts and reports; updating financial records; posting journal entries; reconciling account statements; maintaining vendor accounts; maintaining record retention of related accounts payable activities. Other duties may include sorting and distributing mail, filing, assisting and directing incoming calls and visitors and other clerical duties as assigned.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

  

#	Code	Essential Functions	% of Time
1	S	Performs accounts payable activities; processes purchase order invoices; processes invoices with general ledger and cost center assignments in a computerized system; reviews invoices for accuracy of price, sales tax and vendor information; sorts and files invoices; reconciles and posts journal entries and reviews for accuracy, and inputs company credit card account in a computerized system.	60%
2	S	Contacts and coordinates with procurement staff and vendors to research outstanding invoices; review statements; correct vendor remittance information; respond to vendor inquiries; retrieve invoice copies from e-mail, fax and online accounts.	20%
3	S	Performs regular and off-cycle check runs, processes third party checks; complies, records, sorts and prepares payment proposals for grant funded invoices; execute capital and operating funded proposals; copies and matches checks to invoices.	10%
4	L	Maintains accounts payable records; scans back-up check copies; files; creates folders; maintains archives, and provides assistance in other clerical duties as assigned.	10%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	High School Diploma or GED equivalent.
Experience	Minimum of one (1) year clerical or administrative experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary workers.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information
Freedom to Act	After receiving detailed instructions, the employee normally performs the duty assignments as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Math	Basic – Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic – Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None.

KNOWLEDGE
<ul style="list-style-type: none"> <li>• Record keeping and filing methods and systems</li> <li>• Basic mathematics</li> <li>• Practical application of computers and peripheral equipment</li> <li>• English grammar, punctuation, spelling, and usage</li> <li>• Standard office machine usage</li> <li>• General methods of tactful public communication and customer service practices</li> </ul>



SKILLS
<ul style="list-style-type: none"> <li>• Basic word processing, spreadsheet, database and e-mail software</li> <li>• Specialized software related to functional area</li> </ul>

ABILITIES
<ul style="list-style-type: none"> <li>• Learn, understand and apply District and departmental operating policies, procedures, systems, and methods</li> <li>• Learn to perform basic clerical accounting tasks</li> <li>• Learn principles and methods of cash handling</li> <li>• Understand and follow verbal and written instructions</li> <li>• Organize information clearly and precisely</li> <li>• Handle all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>• Establish and maintain effective working relationships with employees and external contacts</li> <li>• Effectively deal with difficult people and situations</li> <li>• Prioritize and deal with conflicting workload requirements</li> <li>• Communicate clearly and concisely in English both orally and in writing</li> <li>• Apply customer service skills, representing the District in a positive way while working with the public</li> <li>• Reconcile account information and post transactions accurately</li> <li>• Prepare reports related to position</li> <li>• Compose basic business correspondence</li> <li>• Accurately proofread details, noting and detecting errors</li> </ul>

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



**PHYSICAL DEMANDS:**

<b>C</b> Continuously <small>2/3 or more of the time.</small>	<b>F</b> Frequently <small>From 1/3 to 2/3 of the time.</small>	<b>O</b> Occasionally <small>Up to 1/3 of the time.</small>	<b>R</b> Rarely <small>Less than 1 hour per week.</small>	<b>N</b> Never <small>Never occurs.</small>
---	---	---	---	---

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	R	Observing work site; Communicating with co-workers
Sitting	C	Desk work; Meetings
Walking	O	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	R	Supplies; Files
Pushing/Pulling	F	File drawers; Equipment
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	O	Stairs; Step stools
Balancing	O	On step stools
Vision	C	Reading; Computer screen
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified, if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, scanner, printer, copier, check printer, 10-key, PC and software related to duties



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	--	---	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (specified, if applicable)	

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.