

POSITION DESCRIPTION

TITLE: Accounts Payable Clerk

CLUSTER: Cluster 2K

QUALIFICATIONS: High School Diploma

Must have bookkeeping/accounts payable experience and data entry skills; Proficiency utilizing AS400 Financial Management System, Microsoft Windows, Word, and Excel. Prefer experience and proficiency utilizing Microsoft Access and PowerPoint.

Must have the ability to take suggestions, directions, and coaching relative to procedures and policies as outlined by the Assistant Director of Business Services and the Director of Business Services.

Typing, filing, data entry, calculator skills, and telephone courtesy; High level of confidentiality; Effective oral and written expression; Proficient use of contemporary office equipment; Excellent organizational skills and abilities; Ability to understand and follow written instructions; Ability to sit and stand for long periods of time; Experience and leadership skills in secretarial functions and in working with teachers, administrators, and support personnel; Ability to work flexible hours.

REPORTS TO: Assistant Director of Business Services & Director of Business Services.

LOCATION: Colonial Intermediate Unit 20 Central Office

JOB GOAL: To prepare purchase orders, invoices for payments and travel reimbursement within the specified deadlines; Extend courtesies to vendors and other staff members; Ensure effective and efficient office operations; be an integral part of the Intermediate Unit's vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Office Duties and Responsibilities

Ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities.

2. Accounts Payable

Receive items in the AS400 Receiving System; match and verify incoming invoices and

enter for cash disbursement; produce checks for payment, sign and mail; retain a copy file for reference.

3. Travel

Process travel checks using appropriate budget codes; all processing must be completed according to time guidelines.

4. Petty Cash

Generate checks for use by teachers upon approval of supervisor; reconcile receipts against given amount.

5. Payroll Disbursement

Post bi-weekly payroll in the accounting system; generate benefit checks produced for the Payroll Department.

6. Purchase Orders

Enter confirming purchase orders in system after each requisition is verified for correctness and properly coded; disperse copies to proper persons.

7. Other

Assist the Business Office as directed by the Assistant Director of Business Services and/or Director of Business Services; assist in end of month duties; cross-train duties with the bookkeeper; assist with State and Local Auditors as required.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

Perform other job functions as directed by the Assistant Director of Business Services and/or Director of Business Services.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the CIU 20 Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

ACCOUNTS PAYABLE CLERK

Standards of Performance

The Accounts Payable Clerk will report to and be responsible to the Assistant Director of Business Services and the Director of Business Services.

The standards of performance of this position are:

Essential Duties and Responsibilities

1. **Office Duties and Responsibilities**

To ensure effective and efficient office operations by maintaining confidentiality; providing quality work; improve process efficiency; manage phone calls; maintain staff schedules; manage appointments; handle mail and correspondence; maintain file systems; complete and monitor duplication and lamination requests; maintain work area; participate in the work sharing process; assume additional responsibilities; attend office trainings, workshops, and conferences; extend courtesies to staff and visitors; follow IU policies and procedures; be an integral part of the Intermediate Unit's vision and mission by working as a team member, contributing to and achieving department goals, updating supervisor(s) and team members on potential opportunities. (20 points)

2. **Accounts Payable**

To receive items in the AS400 Receiving System; match and verify incoming invoices and enter for cash disbursement; produce checks for payment, sign and mail; retain a copy file for reference. (25 points)

3. **Travel**

To process travel checks using appropriate budget codes; all processing must be completed according to time guidelines. (20 points)

4. **Petty Cash**

To generate checks for use by teachers upon approval of supervisor; reconcile receipts against given amount. (20 points)

5. **Payroll Disbursement**

To post bi-weekly payroll in the accounting system; generate benefit checks produced for the Payroll Department. (5 points)

6. **Purchase Orders**

To enter confirming purchase orders in system after each requisition is verified for correctness and properly coded; disperse copies to proper persons. (5 points)

7. **Other**

To assist the Business Office as directed by the Assistant Director of Business Services and/or Director of Business Services; assist in end of month duties; cross-train duties with the bookkeeper; assist with State and Local Auditors as required. (5 points)

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Office Duties and Responsibilities

2010-2011

1. Satisfactory performance in respect to Office Duties and Responsibilities will be attained when:
 - 1.1 Confidentiality in job-related matters is understood and never violated.
 - 1.2 Work quality and office efficiency are improved on an on-going basis by requesting and utilizing training in new office technology and techniques. All work is performed in a thorough, neat, accurate and timely manner.
 - 1.3 Telephone calls are courteously managed and accurate and appropriate information is taken and routed to staff.
 - 1.4 Staff schedules, appointments, interview schedules, meeting room reservations/requirements, conference requests and travel arrangements are handled as requested.
 - 1.5 Incoming mail and correspondence is picked up at least once in the morning and once in the afternoon and promptly opened, date stamped, and routed to staff on a daily basis. All mail is reviewed, and urgent and important items are immediately brought to the attention of the appropriate staff member.
 - 1.6 Correspondence and general files are maintained. Duplication and lamination requests are completed and monitored by appropriate timelines as requested.
 - 1.7 Maintenance of the work area is attended to through the care and maintenance of equipment and by keeping the office area in an orderly fashion whereby information can be retrieved.
 - 1.8 Assistance in the work sharing process is provided when requested and on a voluntary basis. Additional responsibilities are willingly assumed as recognized.
 - 1.9 All office trainings, meetings and conferences (internal and external) are attended as requested. CPETracker is utilized to enroll in and set-up functions and events as requested by staff. This includes class lists, registration and attendance.
 - 1.10 Courtesy and assistance is extended to all employees, visitors, meeting attendees, and appointments through positive and professional relationships.
 - 1.11 Intermediate Unit policies and procedures are followed.
 - 1.12 Intermediate Unit vision and mission are carried out by participation as a department team member in achieving department goals and advising of potential opportunities or problems.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Accounts Payable

2010-2011

2. Satisfactory performance in respect to Accounts Payable will be attained when:
 - 2.1 Quantities received for purchased items are entered into the AS400 Receiving System.
 - 2.2 All invoices are verified, coded and entered into the computer in a timely manner.
 - 2.3 All checks are mailed and invoices are filed.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Travel

2010-2011

3. Satisfactory performance in respect to Travel will be attained when:
 - 3.1 All travel reimbursement forms are alphabetized.
 - 3.2 Dates are verified.
 - 3.3 Approval signatures are verified.
 - 3.4 Mileage rates are verified.
 - 3.5 Calculations are verified for accuracy.
 - 3.6 All travel reimbursement forms are coded and entered into computer.
 - 3.7 All checks are mailed and invoices are filed.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Petty Cash

2010-2011

4. Satisfactory performance in respect to Petty Cash will be attained when:
 - 4.1 Receipts are reconciled upon submission.
 - 4.2 Checks are generated upon approval from supervisor in a timely manner.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Payroll Disbursement

5. Satisfactory performance in respect to Payroll Disbursement will be attained when:
 - 5.1 The posting of bi-weekly payroll and benefit checks is complete.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Purchase Orders

2010-2011

6. Satisfactory performance in respect to Purchase Orders will be attained when:
 - 6.1 All purchase orders are coded, verified and processed through computer entry.
 - 6.2 Copies are dispersed and purchase orders are mailed.

ACCOUNTS PAYABLE CLERK
Standards of Performance
Essential Duties and Responsibilities
Other

2010-2011

7. Satisfactory performance in respect to Other will be attained when:
 - 7.1 Assistance in the Business Office is given as directed by the Assistant Director of Business Services and/or Director of Business Services.
 - 7.2 Assistance is given with end of month.
 - 7.3 Assistance is given to State and Local Auditors as required.