



Job Description

Accounts Payable Clerk

Reports To: Business Manager

Purpose:

The Accounts Payable Clerk is responsible for performing day to day financial transactions, including verifying, classifying, and recording accounts payable data in an accurate, efficient and timely manner. This employee will prepare a monthly report for the Board of Education to review and approve at the meeting. In addition to the special education staff, the Accounts Payable Clerk will work with several grant employees to process monthly expenses. The clerk will assist in preparing data for reports and audits as requested by the Business Manager.

I. Essential Functions:

- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Maintaining historical records of all payments
- General understanding of W-9/1099 process
- Understands compliance issues around accounts payable processes
- Generate reports detailing accounts payables status
- Assit Business Manager in preparing data for reports and audits
- Must be able to exercise judgment necessary and respond autonomously to resolving problems that arise and refer to appropriate administrators as needed.

II. Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Keystone Learning Services.
- Readily cross trains with other Keystone staff to ensure continuity of service.

III. Job Requirements: Minimum Qualifications: Skills, Knowledge, and Abilities

SKILLS is able to maintain confidentiality of information, has flexibility in selecting problem solving strategies and reporting solutions to supervisor, is able to scan relevant resources and obtain accurate, current, relevant, and effective information to use in solving problems and reporting, is able to exercise judgment, and has the ability to work autonomously while engaging in timely projects.

KNOWLEDGE of or willingness to gain knowledge in accounts payable and W-9/1099 process, is proficient in detailed oriented, fast pace work. An understanding of windows platforms and google drive.

ABILITY is required to reconcile and keep track of all payments and expenditures, including purchase orders, invoices, statements, etc., while using independent problem solving skills to analyze problems and create solutions, communicate with a diverse group of individuals, adapt to changing work priorities, meeting deadlines and schedules, working as part of a team, and maintaining effective working relationships.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting/standing at a workspace, 15% walking, and 5% standing. The job is performed in a generally hazard free environment.

Core requirements

- Experience: Knowledge of accounts payable process or general accounting processes preferred.
- Education: High School Diploma required. Coursework in accounting is preferred but not required.
- Equivalency: Sustained evidence of the ability to collaborate and share information with a diverse customer base and maintain focus on details to create accurate reports.