

**CHAMBERS COUNTY BOARD OF EDUCATION JOB
DESCRIPTION**

**ACCOUNTS PAYABLE CLERK
Level II**

QUALIFICATIONS:

1. Associates or two-year degree in Accounting or a Business related field
2. Minimum 3 years of experience in accounting, auditing, bookkeeping, or related financial activities
3. Technical school or other post-secondary training in business education, clerical skills, and/or appropriate technology preferred.
4. Demonstrated aptitude/skill for job performance responsibilities.
5. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457
6. Such alternatives to the above qualifications as the Board may require.

FLSA STATUS: Non-exempt

SUPERVISED BY: Chief School Financial Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of accounting, bookkeeping and/or clerical procedures.
2. Demonstrated ability to work independently, make policy interpretations and supervise subordinate personnel as assigned.
3. Ability and skills to operate computers.
4. Good knowledge of computer programs including spreadsheets, databases, word processing, and ledgers.
5. Ability to communicate clearly with the public and employees.
6. Ability to work well with others.
7. Ability to work effectively under minimum supervision and to follow instructions.
8. Ability to be confidential.
9. Ability to organize and maintain accurate records.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

JOB GOAL:

To enhance the administration of the school system's business affairs by efficient and effective operation of the accounts payable procedures.

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PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Maintains a complete and systematic set of records of all vendors, invoices, and financial information needed for timely and accurate payment of the school system accounts.
2. Records details of school system financial transactions related to accounts payable.
3. Prepares and makes payments to vendors as directed.
4. Assists with the preparation of financial statements, income statements, and cost reports to reflect financial condition of the school system as directed.
5. Traces errors and records adjustments to correct charges or credits in accounts payable data.
6. Reconciles accounts as directed.
7. Maintains records and produces reports as directed.
8. Maintains confidentiality regarding school/workplace matters.
9. Models and maintains high ethical standards.
10. Demonstrates initiative in the performance of assigned responsibilities.
11. Maintains expertise in assigned area to fulfill project goals and objectives.
12. Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
13. Keeps supervisor informed of potential problems or unusual events.
14. Responds to inquiries and concerns in a timely manner.
15. Serves on school/system committees as required or appropriate.
16. Exhibits interpersonal skills to work as an effective team member.
17. Demonstrates support for the school system and its goals and priorities.
18. Demonstrates initiative in identifying potential problems or opportunities for improvement.
19. Assists in the preparation of monthly, and end-of-year financial statements
20. Assists in the end-of-year closeout
21. Assist in preparation for the annual audit
22. Assist in the budget process
23. Assist in preparation of Board reports
24. Ensure school systems receive W-9 forms from vendors
25. Maintain a complete and system wide set of records for all vendor W-9 forms
26. Process compilation and submission of form 1099's
27. Follow Bid Laws to prepare bids for purchases as directed
28. Create bank transfer data to AP Clearing fund after weekly AP check processing
29. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor
30. Follows attendance, punctuality and proper dress code.

TERMS OF EMPLOYMENT:

The terms of employment shall be in accordance with provisions of the Board's salary schedule.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's performance assessment policy for support personnel.

Date Approved: 1-20-2021

Date Revised: _____