

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Assistant Accounts Payable Clerk	
<i>Supervisor:</i> Accountant II	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 6

**Job Summary**

Prepares and processes vendor invoices for payment.

**Essential Job Functions**

Enters repetitive journal entries into MUNIS software, including but not limited to print shop billings, food service billings, NAVIA Health Savings Account bi-weekly payment, monthly military installment utilities, etc.

Processes and enters invoices into accounts payable system.

Interacts with school personnel to verify receipt of goods/services not processed through the district's shipping and receiving department.

Processes direct payments for which no purchase order has been issued.

Reconciles monthly statements from vendors and researches problem invoices and receipts.

Reconciles ADC cashier issued purchase card statements monthly, which includes scanning in the appropriate documentation and keying charges to the specified expense accounts provided.

Answers and directs both in-person and telephone inquiries to appropriate personnel.

Supports the district cashier by keying food service deposits.

**Non-Essential Job Functions**

Acts as backup for other departmental jobs.

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, printer, fax and copy machines, scanner, and calculator.

**Independent Decisions**

Routine procedures are completed without assistance. Unique problems are referred to the accounts payable clerk or the accountant II.

**Primary Working Contacts**

Contact with district administration staff and school staff including administrative secretaries, principals, teachers, department heads, and vendors.

**Responsibility for Cash, Equipment, Safety**

Maintains accountability for issuing checks to vendors and staff.

### **Supervision Received and Exercised**

None given; receives written and oral instructions from the accountant II or accounts payable clerk.

### **Unusual Working Conditions**

None.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. One (1) year of experience with an automated purchasing/accounts payable system and competency with Microsoft Office software.
3. Knowledge of accounting procedures, including accounts payable, general office procedures, including filing and data entry.
4. Minimum typing speed of 30 words per minute.
5. Skilled in the use of 10-key number pad by touch.
6. Must have good communication skills in English in order to interact effectively with co-workers, administrators, vendors, and other district employees.
7. Ability to work independently and problem solve with other agencies/vendors.

The following is preferred:

1. Experience with Munis software is desirable.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**