

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Accounts Payable Clerk	
<i>Supervisor:</i> Accountant II	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 7

Job Summary

Prepares and processes vendor invoices for payment, and independently resolves problems with vendors. Processes weekly payments to vendors. Coordinates duties of the assistant accounts payable clerks.

Essential Job Functions

Processes invoices, field purchase orders, reimbursement requests, per diem requests, and petty cash requests using interactive terminal into the accounts payable system.

Prepares hand-pay checks.

Interacts with school secretaries to verify receipt of goods/services that do not get processed through the districts' 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.

Processes the weekly check run on Munis and forwards report of checks issued to FNSB.

Matches checks issued weekly with backup to verify correctness of payee name and address.

Files weekly checks and reconciled statements in the vendor files.

Prepares month end reports and forwards copy to FNSB for cash reconciliation.

Coordinates duties of assistant accounts payable clerks.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

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

Independent Decisions

Routine assignments performed without assistance. Communication with vendors to resolve problems is performed without intervention.

Primary Working Contacts

Contact with administrative secretaries, principals, department heads, and vendors.

Responsibility for Cash, Equipment, Safety

Maintains accountability for issuing checks to vendors and staff.

Supervision Received and Exercised

Gives oral instructions to assistant accounts payable clerks, and receives written and oral instructions from accountant II.

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. Two (2) years of experience with an automated purchasing/accounts payable system.
3. Competency with Microsoft Office software.
4. Accounting procedures, including accounts payable, general office procedures, including filing and data entry.
5. Must have good communication skills in English in order to interact effectively with co-workers, administrators, vendors, and other district employees.
6. Ability to work independently and problem solve with other agencies/vendors.

The following is preferred:

1. Experience with Munis software.

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.