

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Accounts Payable Clerk

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Finance, Facilities and Operations

REPORTS TO:

Assistant Superintendent for
Finance, Facilities, and
Operations

GENERAL RESPONSIBILITIES

The Accounts Payable Clerk maintains billing/payment records of the school district and is responsible for paying bills and expenses in a timely fashion and assist with the finance operation of the Accounting Department.

ESSENTIAL JOB FUNCTIONS

- Responsible for purchase order functions including review and follow up for approval from the appropriate administrator.
- Assigns purchase orders numbers and encumbers purchase orders in the budget.
- Makes follow up phone calls to schools regarding receipt confirmation and to vendors regarding invoice status.
- Receives and prioritizes incoming mail such as order confirmations from vendors, purchase orders from school, packing lists, etc. and takes action when appropriate.
- Prepares accounts payable and check register reports for Board of Education approval on a monthly basis.
- Provides building and departmental administrators with monthly reports to monitor account budgets and encumbrances.
- Prints and distributes all accounts payable checks.
- Organizes and maintains all accounts payable file systems, including vendor files.
- Set ups and maintains spreadsheets to track utilities, copy paper and copier usage in buildings.
- Provides purchase order, accounts payable information, assistance to vendors, administrators, support staff and teachers.
- Serves as the Accounting Department's contact person for contractors, tracks status of payouts to contractors and monitors documentation prior to approval for payouts.
- Maintains postage meter equipment with funds, supplies and service.
- Provides substitute coverage at reception desk per monthly schedule or as needed.
- Interfaces with all levels within the District.

KNOWLEDGE AND SKILLS

- A minimum of 1-3 years experience in accounting or bookkeeping in a business or school environment preferred.
- Familiarity with financial software preferred.
- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills.
- Must have excellent organizational skills and be able to handle a number of tasks of a diverse nature simultaneously.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.

EVALUATION

- The Assistant Superintendent for Finance, Facilities, and Operations or designated administrator from FFO will evaluate annually.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 12 Month

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature