# Job Description Title: Accounts Payable Assistant - 12 Month

**Reports to:** Accounting Manager

**General Summary:** Assists in the smooth and efficient operation of the Business Office by performing any combination of the following: calculating, posting, and verifying duties to obtain financial data for use in maintaining accounts payable.

# Essential Functions:

1. Verify and reconcile purchase orders and invoices and process for payment using accounting software. (30%)
2. Compute charges and refunds, verify accuracy of invoices, freight charges, rentals and similar items. (25%)
3. Process reports using Report Writer software. (10%)
4. Prepare vendor checks for distribution. (5%)
5. Review and verify receipts for Procurement Card purchases and check accountability with rules and procedures. (5%)
6. Respond to requests for information in accordance with established District policies, communications and public relations, communicate with vendors via telephone and email. (10%)
7. Maintain reports and balance Activity Fund reimbursements. (5%)
8. Compile, sort, scan and electronically file invoices and checks, maintaining accurate and accessible records to substantiate business transactions. (10%)
9. Meet deadlines consistently, react to change productively and handle other essential tasks as assigned.

# Qualifications:

1. Education Level: High School Diploma or equivalent.
2. Certification or Licensure:
3. Experience desired: One year previous experience in accounts payable or accounting, working with accounting software, office practices, scanning, filing and retrieval of records.
4. Other requirements:
* Compute discount, interest, ratio and proportion and percentage.
* Ability to read account statements and invoices. Write reports with proper format, punctuation, spelling and grammar.
* Type 45-55 wpm.
* Operate 10-key calculator by touch.
* Operate computer, related accounting software and other office equipment.
* Establish and maintain cooperative working relationships with staff, vendors and others.

# Special Requirements:

. Occasional Frequent Constant

 0 - 32% 33 - 66% 67% +

1. Standing ................... x
2. Walking ................... x

3 Sitting .......................................................................... x

1. Lifting 40 lb max. x
2. Carrying 50 feet .......... x
3. Pushing / Pulling .............. x
4. Climbing / Balancing........ x
5. Stooping / Kneeling / Crouching / Crawling x
6. Reaching / Handling .......... x
7. Speaking / Hearing ............ x
8. Seeing / depth perception / color ............................................. x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: Date:

Supervisor Signature: Date:

Millard Public Schools Revised: August, 1994; February, 2014, January, 2023