

## Job Description

### Title: Accounts Payable Assistant - 12 Month

**Reports to:** Accounting Manager

**General Summary:** Assists in the smooth and efficient operation of the bookkeeping 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. Verifies and posts details of accounts payable such as funds disbursed, and totals accounts, using calculator or computer. (30%)
2. Computes charges, refunds, verifies accuracy of invoices, freight charges, rentals, and similar items. (30%)
3. Process invoices, reports, and other records, using typewriter or computer. (30%)
4. Compiles, sorts and files invoices and checks, maintaining accurate and accessible records, substantiating business transactions. (10%)
5. 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 bookkeeping or accepted equivalent.  
Office practices, filing and retrieval of records.
4. Other requirements: .....
  - \*Compute discount, interest; ratio and proportion, and percentage.
  - \*Ability to read account statements and bills. Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech.
  - \*Type 45-55 wpm
  - \*Operate 10-key calculator by touch.
  - \*Operate computer, related software, and other office equipment.
  - \*Establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

		Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
1.	Standing .....	x		
2.	Walking .....	x		
3.	Sitting .....		x	
4.	Lifting 40 lb max. ....x			
5.	Carrying 50 feet .....	x		
6.	Pushing / Pulling .....	x		
7.	Climbing / Balancing.....	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling .....	x		
10.	Speaking / Hearing .....	x		
11.	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: \_\_\_\_\_