

Accounts Payable Clerk

Williston School District #7

Job Title: Accounts Payable Clerk
FLSA: Non-Exempt
Reports to: Business Manager or designee

Job Summary:

Plans and directs accounts payable activities within the school district.

Essential Duties and Responsibilities:

- Process invoices and ensure all payables are paid in a timely manner.
- Make certain all invoices are approved for payment from department making purchase.
- Handles accounts payable expenditures.
- Prepare expenditure reports for regular board meetings.
- Maintain current accounts payable vendor files.
- Reconcile district charge accounts on a monthly basis.
- Set up ACH payments for vendors as needed.
- Assist with audits as needed.
- In charge of 1099 filing at year end.
- Work with Purchasing Agent to keep AMAZON reconciled.
- Other duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS:

Ability to identify and resolve problems in a timely manner. Ability to maintain confidentiality. Ability to communicate well with others. Ability to follow policies and procedures. Ability to prioritize and plan work activities and use time efficiently. Ability to approach others in a tactful manner. Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals. Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to meet challenges with resourcefulness and generate suggestions for improving work.

TECHNOLOGY SKILLS:

Should have knowledge of accounts payable processes and Microsoft Office Excel.

EDUCATION and EXPERIENCE:

High School Diploma or GED equivalent; Associate's degree or higher preferred; minimum 1 years of related experience preferred, or equivalent combination of education and experience.

ABILITY: Analytical thinking is needed for this position.

RESPONSIBILITY: See Duties and Responsibilities

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

TERMS OF EMPLOYMENT:

261-day calendar.

Employee Printed Name

Employee Signature

Date