

Intermediate School District 917
CLASSIFICATION DESCRIPTION
Accounts Payable Clerk

<u>Title of Immediate Supervisor:</u> Business Manager	<u>Department:</u> Business	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u> None		<u>Pay Grade Assignment:</u> Classified

General Summary or Purpose Of Job:

Processes invoices and related checks for payment, reconciles bank statements, *provides payroll services for contracted schools* and backup *payroll* support for **ISD 917**, and files.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Matches invoices with approved purchase orders or requisitions, and verifies the quantity and price. Types of payments include purchase orders, direct payments, check requests, mileage and expenses, and student activity checks. Verifies check requests, and mileage and expense reports for signatures, codes and calculates totals. Verifies that orders have been received and match purchase orders. Processes invoices using the TIES system. Verifies account codes, percentages, and vendor numbers. <i>Receives all purchase order items on TIES system before payments are made.</i> Runs the necessary reports <i>to print checks.</i>	Daily 35%
2.	Completes processing of checks. Processes and prints checks several times each week. Verifies that checks are correct. Prepares checks for mailing. Attaches check vouchers for backup.	Daily 25% 15%
3.	Reconciles bank statements to the general ledger reports, including all the necessary reports for the auditors. Bank statements <i>reconciliations</i> include 1) District main account, 2) District payroll account, and 3) District investment accounts.	Monthly 20% 15%
4.	Maintains an organization of purchase orders and invoices. Informs staff when purchase orders need to be increased <i>and</i> closes appropriate purchase orders. Maintains tax exemption records.	Weekly 10% 5%
5.	Files and maintains payment records, including purchase orders. Organizes fiscal year-end filing system. Sets up new fiscal year files.	Weekly 5%

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6.	<p><i>Payroll technician for charter schools.</i></p> <p><i>Sets up and maintains employee payroll and benefits records, including insurance costs and related withholdings. Verifies that the proper authorizations and forms for employment, such as W-4s and I-9s are provided. Establishes and maintains finance account distribution codes for employee records on the HR/TIES Staff Assignment screen of the database. Sets up employee leave records and calculates leave earned.</i></p> <p><i>Validates and processes timesheets for payroll generation on a timely basis. Generates the necessary reports and verifies for accuracy in order to process the semi-monthly payroll check requests, as well as financial account distributions for salaries and benefits.</i></p> <p><i>Prepares all necessary forms, payments and reports needed on a periodic basis according to the payroll schedule. Completes the payroll analysis, as well as the detail for payroll reports and data, for accurate payroll reconciliation. Examples of the types of reports prepared include payroll withholding payments, Teachers' Retirement Association, federal tax and FICA, medical, dental, life and LTD insurance premium reports. Maintains and files charter school payroll records and reports. Continues to learn additional procedures and reporting processes.</i></p>	Weekly 20%
7.	<p>Serves as a backup and support for the ISD 917 payroll/fringe benefits technician. Stays current with payroll processes and procedures. Prepares and processes, on a rotating basis, a portion of the payroll duties. Sorts and stuffs payroll checks. Verifies checks against the payroll list.</p>	Weekly 5%
8.	<p>Performs other duties of a comparable level or type.</p>	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in bookkeeping or accounting, or a one-year certificate from a college or a technical school in bookkeeping or accounting and one year of experience working in bookkeeping or accounting; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements_(prior to job entry):

None required upon entry.

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Knowledge Requirements:

Requires knowledge of:

- Basic accounting and bookkeeping principles.
- Basic mathematics, especially business mathematics.
- Office and business practices.
- Familiarity with a computer-based finance system, such as the TIES system.
- Basic payroll accounting practices.
- MS-Office, especially Excel and Access.

Skill Requirements:

Skilled in:

- Using a ten-key adding machine.
- Being organized.
- Ability to be accurate.
- Good human relations and communications skills; verbal and written skills.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

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General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Occasionally, file boxes need to be lifted.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting, April 16, 2004.

District Revision May 22, 2006.