



JOB DESCRIPTION

Job Title	Accounts Payable/Receivable Clerk
Department	Business Services
Reports To	Finance Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Accounts Payable/Receivable Clerk computes, classifies and enters numerical data into financial software to complete financial records. This position works with ECASD employees, retirees, parents, students, and the public. The expectation is to provide excellent customer service, effective communication, be dependable and maintain confidentiality in all situations. The accounts receivable/accounts payable clerk is expected to perform the duties and responsibilities with a high level of accuracy. Candidates are expected to comply with the ECASD employee handbook.

Essential Job Functions

- Receiving, recording, and processing invoices for payments; including routine recalculating of price extensions, due dates, discounts, account codes and payment addresses.
- Processes monthly travel reimbursement requests, and in-district mileage requests.
- Prepares district invoices to request payment. This includes monthly retiree invoices for health and dental insurance, grant claims, and special insurance invoices.
- Receives, records, and deposits cash and checks daily.
- Processes, records, and reconciles, student fee payments in Skyward software.
- Prepares the monthly gift report for the Board of Education meeting.
- Maintains the master PEID (person entity identification number) system within the financial software. This includes receiving W9's and entering them into a database.
- Daily filing of documents.
- Codes Teachers On Call Invoices.

Ancillary Job Functions

- Verifies and proof reads work.
- Demonstrates good-natured behaviors and a cooperative attitude with staff, parents, and outside stakeholders.
- Effectively presents information and responds to questions from employees, outside organizations, and the general public.
- Participates in developing department goals, objectives, and processes.
- Offers suggestions to improve processes.
- Tests financial system updates in accounts payable/receivable as needed.
- Performs additional duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Experience/training in word processing and spreadsheet programs.
- Recent accounting work experience, including data processing.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in accounting.
- Experience with a financial software package.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of departmental policies and procedures.
- Ability to work independently with little supervision.
- Working knowledge of accounting principles and procedures.
- Ability to develop and maintain work deadlines.
- Ability to perform work with a high degree of accuracy.
- Ability to provide quality customer service.
- Ability to exercise reliability, responsibility, dependability and fulfill obligations.
- Demonstrates attention to detail and thorough completion of work tasks.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.