

**SURRY COUNTY PUBLIC SCHOOLS  
ACCOUNTS PAYABLE/DEPUTY CLERK  
JOB DESCRIPTION**

Job Title: Accounts Payable/Deputy Clerk  
Salary Index: .55  
Reports to: Division Superintendent/Finance Director  
FLSA Status: Non-Exempt

**SUMMARY**

Performs Accounts Payable/Deputy Clerk duties in the Surry County Public Schools by performing the following duties.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following.** Other duties may be assigned.

- Receives invoices.
- Attaches purchase orders and verifies receipt of materials.
- Processes monthly accounts payable checks to include all accounts payable reports.
- Compiles computer transaction reports for ease of monitoring duplicate payment requests.
- Checks reports and checks for accuracy before signatures are affixed.
- Affixes signatures to accounts payable and payroll checks.
- Attaches remittances and mails accounts payable checks out on a timely basis.
- Files and retains invoices for future reference and audit. All invoices must be stamped "PAID" after payment has been processed.
- Forwards all invoices to proper official for signature denoting approval for payment.
- Being available for any and all duties assigned by the Superintendent/Director of Finance.
- Serves as Deputy Clerk of the School Board.
- Assists in signature processing of checks utilizing check signing machine located in County Treasurer's office.
- Forwards cafeteria expenditure reports to Food Service Supervisor each month.
- Prepares and forwards 1099 forms to appropriate vendors.
- Processes JROTC reimbursement reports monthly.
- Attends Two-Way Communication meetings, record and transcribe minutes.
- Attends School Board meetings, take notes, and type a newsletter called Board Notes.

**SUPERVISORY RESPONSIBILITIES**

The job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or related degree or at least one year related experience and/or training; or equivalent combination of education and experience.

## **SKILLS and ABILITIES**

Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS** Ability to effectively operate all general office equipment (copy machines, computer, printers, etc.)

## **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

