



# Surry County Public Schools

## Job Description

### ACCOUNTS PAYABLE/DEPUTY CLERK OF THE SCHOOL BOARD

**Department:** Administrative

**Pay Grade:** 105

**FLSA Status:** Non-Exempt

#### **GENERAL PURPOSE**

Performs Accounts Payable Clerk/Deputy Clerk of the School Board duties.

#### **ESSENTIAL JOB FUNCTIONS**

- Receives invoices.
- Attaches purchase orders and verifies receipt of materials.
- Processes monthly accounts payable checks to include accounts payable reports.
- Compiles computer transaction reports for ease of monitoring duplicate payment requests.
- Reviews reports and vendor checks for accuracy before signatures are affixed.
- Affixes signatures to accounts payable 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.
- Serves as Deputy Clerk of the School Board. Attends school board meetings and takes notes.
- Assists in signature processing of checks utilizing check signing machine located in County Treasurer's office.
- Prepares and forwards 1099 forms to appropriate vendors.
- Being available for any and all duties assigned by the Superintendent/Director of Finance.
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or related degree
- At least one year related experience and/or training.

**KNOWLEDGE, 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.

**WORKING CONDITIONS**

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.

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description. I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date