

SURRY COUNTY PUBLIC SCHOOLS
ACCOUNTS PAYABLE / DEPUTY CLERK OF THE SCHOOL BOARD
JOB DESCRIPTION

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

SUMMARY

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

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

- Receives invoices and codes for processing.
- 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.
- Prepares reports for School Board Review.
- Prepares monthly report for inclusion in school board packets.
- Assists with annual audit.
- Disposes of material according to the Virginia Records Retention schedule.
- Order School Board Office Supplies.
- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Being available for any and all duties assigned by the Superintendent/Director of Finance.

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.