

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Accounts Payable/Purchasing Clerk

Board approved - June 18, 2012

QUALIFICATIONS:

1. High School education
2. Accounts payable experience
3. Ability to type and to use computer system for accounts payable, Excel, Word, and other office programs
4. Good verbal skills

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL:

Prompt and accurate handing of all purchasing/account payable matters

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Accounts Payable
 - a. Data entry processing of all district invoices
 - b. Maintain a timely accounts payable process with regard to all district purchase orders
 - c. Receive and file district copy of purchase orders
 - d. Insure proper general ledger coding, identify errors and discrepancies, and resolve before processing invoices
 - e. Verify receipt of commodities and/or services ordered
 - f. Verify that transactions comply with financial policies and procedures
 - g. Receive all invoices concerning purchase orders; matching the two for payment
 - h. Work with requisitioning parties in solving problems concerning their orders
 - i. Copy invoices for inventory items, registration attachments
 - j. Produce payable docket for presentation to Board of Trustees
 - k. Manage weekly check run
 - l. Prepare manual checks as necessary
 - m. Print payable checks and prepare for mailing
 - n. Prepare advance/reimbursement of travel checks, follow-up on un-reconciled items
 - o. Research and reconcile statements
 - p. Act as primary point of contact for accounts payable inquiries and issues
 - q. Prepares accounts payable reports for various departments
 - r. Monitor encumbrance file for 60 days old purchase orders
2. Vendor and Tax Information
 - a. Set up and maintain vendor information
 - b. Set up and maintain W-9 file
 - c. Process 1099 forms at year-end

2 – Accounts Payable/Purchasing Clerk

3. Bid Processing

- a. Maintain centralized bid files
- b. Prepare advertisements for newspaper
- c. Notify vendors and procurement officer of bids
- d. Maintain and secure bids received from vendors until opening date
- e. Prepare bid tabulations for vendors after bidding

4. Other:

- a. Assist with annual audits
- b. Process budget transfer
- c. Use attention to detail and high level of accuracy
- d. Assist with training site bookkeepers
- e. Perform other duties as assigned

TERMS OF EMPLOYMENT:

Twelve (12) months, with wages and work year to be according with the current salary schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with the evaluation procedure of classified employees of Gulfport Schools.