

**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.