



Eagle Point School District 9

Job Description – Finance Clerk/Accounts Payable

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PURPOSE:

- To perform the functions of finance clerk / accounts payable

REPORTS TO:

- Director of Business Services

QUALIFICATIONS:

- High School diploma or equivalent.
- Passed required criminal background check and drug screen process.
- Minimum of four years combined post high school training and/or work experience in accounts payable with working knowledge of payroll and benefits, purchasing and governmental accounting practices and concepts.

ESSENTIAL FUNCTIONS:

- Demonstrate proficiency with computerized accounting programs, word processing, spreadsheets and database applications.
- Independently perform the duties and responsibilities of the position.
- Possess knowledge of current budget categories and their application.
- Perform all phases of the accounts payable process, including: to generate and track purchase orders, process invoices and receipts and payments to vendors.
- Assist site secretaries on building-related Accounts Payable questions and resolve problems.
- Back-up payroll and benefits processing.
- Remain flexible when normal duties and schedules are interrupted or changed to meet the needs of the department or district.
- Assist in the preparation of annual reports, audit and other complex projects of a technical nature requiring analytical and theoretical abilities, including those in the area of collective bargaining.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.
- Competently use a ten-key adding machine.
- Possess typing skills.

GENERAL RESPONSIBILITIES

- Maintain list of all district copiers and contract expiration and/or renewal dates.
- Maintain and manage the list of district Purchase Cards and limits on each card.
- Answer phones and assist with reception desk duties as assigned.
- Prepare financial and other reports as assigned.
- Maintain Accounts Payable files and make available to the District auditors during the yearly audit.
- Maintain storage of all Accounts Payable documents according to state retention schedule and district policy. Dispose of old records when outdated.
- Establish and maintain professional, positive, cooperative and harmonious relationships with administrators, district staff, students, parents and the community.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Model personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by administration.
- Good communication, organization and computer skills. Strong work ethic.
- Regular and reliable attendance to the job and work duties.



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- Support the mission and philosophy of Eagle Point School District 9.
- Perform other duties as assigned.

RATE OF PAY: According to Confidential Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: