

Hamilton School District Position Description

Position Title: Accounts Payable/Receivable Clerk
Reports to: Superintendent and Business Manager

Summary: Performs activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information as directed.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Assists auditors for the purposes of providing support and documentation on internal processes for accounts payable and receivable.
- Assists the Business Manager for the purpose of responding to questions regarding accounts payable and data.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files and records (i.e., copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Performs other duties as assigned by the Superintendent and Business Manager.
- Attend meetings and conferences when requested.
- Maintains confidentiality at all times.

Supervisory Responsibilities: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate degree in business or accounting or equivalent work experience; plus three to five years experience in purchasing, accounts payable and accounts receivable.

Language Skills: Ability to read and interpret documents such as District policy manuals, federal and state statutes and regulations, operating instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest,

commissions, proportions, percentages, and volume. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to operate office machines and personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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 sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs such as to lift files and paper. The employee must be able to perform repetitive hand movements such as typing.

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.

The noise level in the work environment is usually moderate to loud.

Obtain quotes and place orders for SPED department, Tech Department, District Office and Schools.

Pay bills – verify receipt and proper documentation of items prior to payment, determine correct funding.

Track and invoice Friends of the Hamilton School Foundation for Mini Grants & Teacher Grants expenditures.

Set up and Maintain District Procurement Cards and Gas Cards (Exxon and Conoco).

E-Rate – verify discounts are being applied, gather documentation yearly for funding application.

District issued cell Phones- set up and maintain, troubleshoot issues for users.

Personal cell phones – set up Board Members to access District emails.

Deposits monthly to County – Verify balances with receipt book, verify proper revenue coding, take deposit to county at month end.

Keystone program billing and receipts- records maintained in QuickBooks.

Transportation- bill other entities (Co-Op/other Valley Schools) for vehicle use, bill schools for use, reserve rooms for Bus Drivers, if needed, for day trips.

Maintain office equipment- Copiers, postage meter. Order supplies as necessary, troubleshoot issues.

Monthly invoices to Schools for postage meter usage.

Gather and submit Food Service documents to be posted on Website.

Contractors – verify Contractor registrations, proof of work comp coverage, general liability insurance.

Energy Rebates – check for available rebates, gather necessary documents and submit applications.

Submit reimbursement requests to OPI for district conferences.

Assist with payroll whenever necessary.

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