

Accounts Payable/Courier

Job Purpose:

To insure that all expenses of the Clarksville School District are paid accurately and timely.

Primary Job Function:

Receive, review and enter into eFinance all Payables for the Clarksville School District. Courier items from each office/school to its destination. Deliver mail to Post Office and Deposits to bank.

Essential Job Functions:

- Receive all invoices for the Clarksville School District; distribute to schools/departments as needed.
- Set up all new vendors in eFinance and Softdocs; this includes receiving the W9, verifying the 1099 status and entering into eFinance and Softdocs.
- Verify 1099 forms and send to vendors.
- Maintains all Credit Cards including all documentation required for an employee to check out a card. Review and reconcile credit card statements for payment in full each month. This includes the credit card held by the Superintendent.
- Receives all purchase orders and maintains the file of hard copies.
- Receive payment information via Softdocs from all schools and departments; verify that all documentation is present and accurate. If not, work with the sender to correct.
- Enter payment information from Softdocs into eFinance for payment.
- Assembles documentation needed and mail payment to vendors after checks are written by Business Manager. Maintains a file of all documentation including check copies.
- Reviews all payables for any items that are required to be placed on Fixed Assets/Inventory. All items that are to be inventoried will be sited and a property tag placed on the item.
- Send inventory to schools and departments for review at least annually.
- Make changes to Fixed Assets/Inventory in the eFinance system as needed.
- Balance Fixed Assets for Audit.
- Maintain invoices that exceed \$2,500 for Sales/Use Tax Rebate monthly and provide to Business Manager. Also, provide to Business Manager any invoice where sales tax was not charged.
- Works with the Purchasing Secretary to make accurate and timely payment of invoices; close purchase orders no longer required.
- Visit each school/department daily to pick up and deliver items; pick up and meter mail from each location; take deposits in sealed bags from school/department to bank.
- Assist in greeting guests and providing assistance when needed.
- Any other duties requested or assigned by Superintendent or Business Manager.

Job Knowledge:

- Knowledge of District Purchasing Policies and Procedures as well as State/Federal Laws and Regulations.

- Knowledge of computer hardware and software utilized by the District to include eFinance and Softdocs as well as Microsoft Office.
- Knowledge and ability to communicate with teachers and school administrators to provide the highest quality of service to schools.
- Knowledge and ability to work with others to resolve inaccurate invoices; ability to work with vendor to track down missing documents.
- Knowledge of Generally Accepted Accounting Principles as they relate to accounts payable.

Job Skills:

- Using logic and reason to identify the strengths and weaknesses of alternative solutions, conclusion or approaches.
- Using logic to determine appropriate coding of expenses; ability to read, comprehend and defend the use of codes.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

Job Abilities:

- The ability to listen to and understand information and ideas presented through spoken words and sentences; the ability to communicate information and ideas in speaking and writing so that others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.

Additional Job Activities:

Serve as a back-up for Administrative Secretary. While not required for this position, it is desired that the Accounts Payable/Courier obtain CASBO certification through the AASBO (AR Association of School Business Officials).

Tools and Technology:

10-key calculator, Fax Machines, Computers, Copiers, Scanners, Multi-Line Phone systems.

The Accounts Payable/Courier is 8 hours per day, 240-days per year, paid on the Administrative Secretary salary schedule. The Accounts Payable/Courier reports to and is under the direction of the District Business Manager.

Employee Acknowledgement and Signature

Date