

Killeen Independent School District Job Description

Job Title: Accounts Payable Clerk
Department: Business Services
Reports To: Accounting Supervisor
FLSA Status: Non-exempt

SUMMARY Compiles and maintains accounts payable records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Checks and approves vouchers for payment.

Answers vendor inquiries.

Prepares accounts payable checks.

Maintains accounts payable files.

Performs other such tasks that may be assigned by Accounting Supervisor.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate. Must have one year experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 semester hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

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.

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 frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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.

OTHER QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 or less errors. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 or less errors.

Prepared By: John Paradice, Coordinator for Auxiliary Personnel
Prepared Date: April 20, 2010
Revised By: Frank Crayton, Director for Auxiliary Personnel
Revised Date: June 9, 2011

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.