

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE: **Accounts Payable** **RANGE:** **35** **DUTY DAYS:** **12 month**

BASIC FUNCTION:

Under supervision of the Business Manager and the Administrative Assistant to the Superintendent, perform a variety of responsible clerical accounting, other bookkeeping and office duties in the District Office; review, prepare and process financial, accounting and purchasing documents, reports and materials.

REPRESENTATIVE DUTIES:

- Maintain a set of financial records related to accounts payable.
- Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services.
- Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents; prepare monthly reports for Board meetings.
- Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipt and statements; resolve or assist in the resolution of discrepancies and errors.
- Compile, sort, code, tabulate, post and compare financial, statistical and student data; extend and balance accounts and post to various records and reports.
- Maintain special education pupil count in SEIS data system; print monthly reports for schools; prepare reports for state.
- Receive, sort and distribute mail; in the absence of the regular mail person, collect mail from the post office and distribute appropriately.
- Provide information regarding accounting policies, procedures and practices to employees, vendors and others; interpret, apply and explain District policies and regulations as needed.
- Greet and respond to visitors to the District office; receive and route telephone calls; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and computer
- Perform duplicating, typing and other clerical duties as assigned.
- Maintain cooperative relationships with those contacted in the course of work.
- Create purchase orders for all items ordered at all sites; place orders with vendors.
- Perform related duties as assigned by supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices, procedures and terminology
Financial and statistical record-keeping techniques
Modern office practices, procedures and equipment
Data processing applications to account functions

Accounts Payable

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Correct English usage, grammar, spelling punctuation and vocabulary

Telephone techniques and etiquette

Interpersonal skills using tact, patience and courtesy

Operation of a personal computer

ABILITY TO:

Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records

Maintain financial records, review and verify data and prepare accurate reports

Apply and explain rules, regulations, policies and procedures involved in assigned activities

Compare numbers and detect errors efficiently

Perform statistical typing accurately

Make arithmetic computations with speed and accuracy

Operate standard office machines such as typewriter, calculator, copier, personal computer and microcomputers

Meet schedules and time lines

Work confidentially with discretion

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Bend, stoop and lift properly, lift up to 30 lbs

Sit for extended periods of time

EDUCATION AND EXPERIENCE

A High School Diploma or its equivalent supplemented by course work in financial record-keeping and two years experience in maintaining financial and statistical records.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance from the Department of Justice

Valid California Driver's License

WORKING CONDITIONS:

Office Environment