

## **Job Description**

Title: Central Office Accounts Payable Clerk

### Qualifications:

1. Bookkeeping and/or accounting experience
2. 10 key adding machine
3. Typing proficiency
4. Computer operations skills
5. Associates degree from an accredited college, junior college or technical school preferred or related job experience

### Reports to:

Business Manager

### Terms of Employment:

12-month position with salary and fringe benefits established annually by the board.

Job Goal: To process purchase orders for payment and maintain accounts payable filing system

### Duties and Responsibilities:

1. Organize and maintain purchase order filing system
2. Schedule purchase orders for payment
3. Print accounts payable checks on computer
4. Prepare schedule of bills payable for board
5. Run and distribute monthly budget reports
6. Post revenue receipts on computer
7. Obtain licenses and title for vehicles. Distribute registrations and proof of insurance forms. Notify insurance company of any additions or deletions of vehicles.
8. Gather data and prepare 1099 Miscellaneous Income Tax forms.
9. Assume additional responsibilities as assigned.

### Evaluation:

Written evaluation will be conducted annually and included as part of permanent record