

REGULATION STAFF ENCUMBRANCE CLERK

TITLE: Encumbrance Clerk

QUALIFICATIONS: Typing skills of 35 words per minute  
Ability to assign proper coding to each encumbrance

REPORTS TO: Superintendent

JOB GOAL: Maintain an accurate encumbrance record of school purchases

“PERFORMANCE RESPONSIBILITIES”

1. Prepares encumbrances and purchase orders for the district.
2. Assigns P.O. number and establishes an accounts payable ledger.
3. Sends orders to vendors and checks merchandise on delivery.
4. Establishes invoice to be correct and sets it up for payment
5. Reports activity to the board on a monthly basis.

TERMS OF EMPLOYMENT: 242 days annually. Salary established by the board.

EVALUATION: Performance on this job will be evaluated annually in accordance with provisions of the board’s policy on Evaluation of Nonprofessional Personnel.