

**SAN CARLOS SCHOOL DISTRICT  
PURCHASING/ACCOUNTS PAYABLE CLERK**

**BASIC FUNCTION:**

Under the direction of the Director of Finance, performs a variety of responsible clerical and technical duties; assists in vendor relations, establishing new vendors, processing purchase orders, matching invoices and payments of materials and supplies and services in accordance with established rules, regulations and legal requirements.

**ESSENTIAL DUTIES:**

- Audits, tabulates, assembles and processes invoices and documents involved in accounts payable transactions
- Prepares warrant register sheets for cancellations and stop payments
- Monitors open P.O.'s and alerts various department heads regarding status of funds or need for new P.O.
- Requests journal entries to correct discrepancies posted through accounts payable
- Maintains records of vendor taxpayer identification number (tin)
- Verifies warrants and registers prepared by SMCOE
- Processes accounts payable on both Financial 2000 & HP 3000 software
- Maintains accounts payable files for current and previous years
- Assists in making financial and statistical reports of records and accounts maintained
- Contacts requisitioners or program manager to follow up on receiving information
- Audits and corrects preliminary warrants register
- Processes reimbursement requests for conference, mileage and other expenditures
- Audits and posts monthly utility charges and prepares for payment
- Maintains current vendor listings by updating as necessary
- Sets up year-end accrued accounts payable and maintains records of payment
- Maintains record of price increases approvals
- Contacts vendor by letter, email or phone regarding discrepancies in invoices or outstanding invoices and verifies their audit requests
- Provides accounts receivable personnel with copies of invoices for billing and/or coding for monies received
- Maintain accounts receivable program with deposit log and cash receipts
- Verify figures, postings and documents to ensure that they are correct, mathematically accurate and properly coded
- Receives and checks invoices and verifies them against packing slips, purchase orders and monthly statements
- Maintain lunch program paperwork, including processing free and reduced lunch applications and CDE filing.
- Process Senior exemptions for Bond or Parcel Tax measures
- Back-up support for Sub-Finder duties using the AESOP software
- Other duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF :**

- Accounts payable methods, practices and procedures
- Modern office methods and equipment
- Governmental accounts codes and regulations
- Software programs such as Microsoft Office (Word, Excel, PowerPoint)
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**ABILITY TO:**

- Post data and make mathematical computations with speed and accuracy
- Type at a speed of 40 words per minute
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with peers and vendors
- Demonstrate responsible clerical experience involving fiscal or statistical recordkeeping
- Demonstrate excellent analytical and organizational skills
- Self initiate work under minimal supervision
- Prioritize tasks and shift from one project to another on a daily basis
- Learn new software as needed
- Maintain confidentiality as needed
- Work in a fast paced environment with frequent interruptions and high noise levels

**COMMUNICATION:**

- Communication will occur through face-to-face and virtual meetings, telephone calls, e-mails, and/or written correspondence
- Responsible for communicating pertinent information in a timely and professional manner
- Responsible for keeping current with and communicating school policies and procedures accurately and professionally
- Collaborate and communicate with school personnel, parents, and various community agencies

**MINIMUM QUALIFICATIONS:**

- Employee must be detailed oriented
- Employee must possess strong oral/written communication skills and the ability to interface effectively with individuals of many diverse styles within and outside the District
- Employee must possess strong interpersonal skills and professionalism as well as be able to build and maintain a positive working environment
- Proficiently operate office equipment, such as calculator, copier, computers, printer, fax machine, scanner and other computer devices as needed.
- 2 years of clerical experience, preferably in accounts payable or purchasing departments

**PHYSICAL DEMANDS:**

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty pounds occasionally.
- Able to push and pull objects weighing up to thirty pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

Board Adopted: \_\_\_\_\_