



Pickens County Board of Education Job Descriptions

ACCOUNTS PAYABLE CLERK

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS:

1. High School Diploma and/or previous work experience.
2. (Kind and amount of specialized training required.)
3. (Kind and amount of prior job experience required.)
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Supervises Payroll Clerk and other staff members designated by the Superintendent.
- Assists and relieves the Superintendent of financial records/and bookkeeping duties.
- Performs or assigns any bookkeeping tasks associated with the specific position.
- Prepares the annual budget with the assistance of the Superintendent and his secretary or other designated personnel.
- Works closely with the Georgia Department of Education and assists the Georgia Department of Audits auditors on their annual audit of the Board.
- Participated in in-service training. Attends professional meetings as necessary.
- Does reports that are associated with financial accounting and records.
- Cooperates with others and helps to make the office a pleasant place to work.
- Handles telephone calls pertinent to bookkeeping responsibilities, as briefly as possible, in a courteous, professional manner, and keeps personal calls at a minimum.
- Audits all schools expenditures and deposits for school accounts.
- Issues work permits.
- All other duties deemed necessary to fulfill the needs of the Superintendent's Office.