



Pickens County Schools

Job Descriptions

ACCOUNTS PAYABLE CLERK

Title/Position: Accounts Payable Clerk

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours /day

Salary: Classified Salary Schedule Grade H (Starting pay \$16.75/hour)

Reports to: Chief Financial Officer

- Qualifications:**
1. A minimum of a High School Diploma
 2. Previous bookkeeping experience or educational experience in the area of finance
 3. 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

- Assists Payroll Clerk and other staff members designated by the Superintendent and/or CFO.
- Assists and relieves the Superintendent and/or CFO of financial records/and bookkeeping duties.
- Performs or assigns any bookkeeping tasks associated with the specific position.
- Works closely with the CFO to prepare reports for the Georgia Department of Education and assists with 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.
- Assists school level bookkeepers in processing purchase orders and other financial documents.
- Handles telephone calls pertinent to bookkeeping responsibilities, as briefly as possible, in a courteous, professional manner, and keeps personal calls at a minimum.
- Attend various meetings and workshops with other school administration personnel to keep abreast of current issues in education related to payroll and leave accounting.
- Maintain required confidentiality
- Adhere to all safety requirements.
- Demonstrate prompt and regular attendance.
- All other duties deemed necessary to fulfill the needs of the Superintendent and/or CFO.
- Attend various meetings and workshops with other school administration personnel to keep abreast of current issues in education related to payroll and leave accounting.
- Maintain required confidentiality
- Adhere to all safety requirements.
- Demonstrate prompt and regular attendance.

REQUIREMENTS

- Ability to effectively use systems, processes and procedures in high volume accounts payable system.
- Ability to process accounts payable transactions accurately while meeting constant deadlines.
- Ability to document accounts payable procedures and processes as required.
- Ability to maintain standards for check processing in a public education environment.
- Ability to understand and follow federal and state tax and retirement laws and regulations.
- Ability to effectively utilize computer spreadsheet, database, and mainframe accounting applications in a Windows environment.
- Ability to use personal computers and related software applications.
- Ability to understand and adopt new computer processing techniques and programs.
- Ability to read, analyze and interpret common professional journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from staff members and regulatory agencies, or members of the community.
- Ability to present information effectively with parents, students, system personnel and school officials clearly and concisely both in oral and written form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with staff and the community.
- Ability to perform duties with awareness of and adherence to all district requirements, policies and procedures.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.