



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Accounts Payable/Property Control Clerk
Payroll/Personnel Type:	12 Month
Reports to:	Accts Pay/Property Control Supervisor & Fiscal Control Director

Position Summary:

The purpose of this job is to apply accounts payable, accounting and auditing skills in the maintenance, analysis and review of fiscal records and documents. This position requires the analysis of fiscal data in the maintenance of accounts through the use of SAP automated reports. The employee filling this position must demonstrate independent technical judgment in making working decisions involving the interpretation or procedures and regulations and extensive knowledge of accounts payable, governmental or commercial accounting and auditing principles, practices and methods. Unusual problems or matters affecting Board of Education policies would be referred to a technical supervisor.

Essential Functions:

- Pre-audits of requisitions and purchase orders for the encumbering of funds for available appropriations, proper account assignments and authorizations, propriety of purchase and properly assigned vendor codes
- Process voucher payment requests for available appropriations, proper account assignments and authorizations, properly assigned vendor codes and examines expenditure documentation to verify the amount to coincide with supporting documentation and then certify for payment
- Process payment requests for postage for all school locations and administrative offices
- Analyze and review various accounts utilizing the SAP accounts payable module and generate reports for review by supervisor
- Post audit of encumbrances and reconcile error reports
- Assist in the preparation of financial statements through the use of spreadsheets
- Process and reconcile vendor check payments
- Review data from annual physical inventory reports of schools and administrative offices
- Perform random audits to ensure accurate reconciliation of discrepancies
- Enter data collected from inventory reports into SAP Fixed Asset Module
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- To be added

Experience:

- A minimum of two years' experience in accounts payable, governmental accounting and supervision of employee
- Approved course work in bookkeeping and/or accounting and data processing (required)

Education:

- High School Diploma supplemented by the completion of approved course work in bookkeeping and/or accounting and data processing (required)



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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