



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

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<b>Position Title:</b>	Accounts Payable Clerk
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	504
<b>Reports to:</b>	Accounts Payable Supervisor & Fiscal Control Director
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The purpose of this job is to apply accounts payable processes to pay vendor invoices utilizing the district financial accounting system. The employee filling this position must demonstrate independent technical judgment in making working decisions involving the interpretation of procedures of accounts payable practices and methods. Unusual problems or matters affecting Board of Education policies would be referred to the supervisor.

**Essential Functions:**

- Process all incoming vendor invoices received via US Mail or Accounts Payable e-mail inbox
- Process voucher payment requests for available appropriations, proper account code assignments and authorizations and properly assigned vendor codes; examine expenditure documentation to verify the amount to be paid with supporting documentation and certify for payment
- Review, research and reconcile vendor statements
- Process data entry template via spreadsheet functionality
- Execute, receive and answer phone and e-mail inquiries in a timely manner
- Process completed documents for weekly scheduled check runs
- Obtains arrangements and confirms reservations for travel (airfare, car rental, hotel, etc.) for District personnel with purchasing card and makes proper account code assignments pertaining to such travel expenses.
- Review and reconcile invoice reports generated via the Accounts Payable module
- Review data from physical inventory reports of district locations and offices
- Enter data collected from inventory reports into Fixed Asset Module
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Detail-oriented and high level of data entry accuracy; proficient 10-key abilities
- Must accommodate fast-paced environment to meet critical deadlines
- Demonstrate ability to examine fiscal documents and reports for routine processing and problem solving
- Demonstrate ability to research and provide reasonable and convenient travel options for District personnel
- Demonstrate strong interpersonal, business, communication and customer service skills
- Knowledge of accounts payable module and other modules in district financial accounting system
- Working knowledge of standard Microsoft Office products

**Experience:**

- A minimum of two years' experience in accounts payable



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**Education:**

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

**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.***