

**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE Prior to 10/2000  
 LAST REVISION DATE June 2017  
 BAND & GRADE A-1-3-3

POSITION TITLE Accounts Payable/Receivable Clerk

IMMEDIATE SUPERVISOR Accounting Coordinator

SUPERINTENDENT DISCRETION 7/1/17 B-2-1-4

Job Summary (Basic Purpose of Position)

Responsible for accumulating and processing information and documentation needed to pay outstanding District bills, invoices and maintain District's accounts receivable.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 <b>ACCOUNTS PAYABLE/RECEIVABLE</b>  1.01 Create and maintain vendor records. 1.02 Responsible for payment of authorized and documented invoices, including verification of invoices for accuracy and content, addition, extension and terms.  1.03 Balance and enter accounts payable batches for payment making the necessary corrections and running checks.  1.04 Prepare for mailing all voucher checks by separating, checking for errors and attaching the appropriate documentation to both the file copy and vendor check.  1.05 Responsible for data input, correcting and updating month end receipts.  1.06 Responsible for invoicing all accounts receivable for daily billings, including, but not limited to, First City School and Oshki	A-1 A-1  A-1  A-1  A-1  A-1	85%		<u>Knowledge of:</u> 1. District policies and procedures. 2. Applicable data processing theory. 3. Invoice and billing procedures. 4. Purchasing and receiving procedures. 5. Correct grammar, spelling and punctuation. 6. Computer technology/programs. 7. Proper telephone procedures. 8. Human relations skills. 9. Record retention	1.01 All vendor records have been created and maintained in accordance with established policies and procedures.  1.02 Only authorized and documented invoices were paid.  1.03 All account payable batches were properly entered and checks were for the correct amounts.  1.04 All voucher checks were prepared for mailing by separating, checking for errors and attaching the appropriate documentation to both the file copy and vendor check.  1.05 Month end receipt batches were recorded, corrected and updated.  1.06 All invoices were submitted for First City

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<p>1.07 Manidoo, as directed by Accounting Coordinator. Responsible for recording month end accounts receivable and submit report in journal entry form.</p> <p>1.08 <b>Monitor vendor records for independent contractors and obtain W-9's when required by law.</b></p> <p>1.09 <b>Responsible for maintaining district purchase cards and purchase card process.</b></p> <p>1.010 <b>Complete monthly reconciliation of purchase card statements, obtain appropriate purchase card documentation from staff, monitor purchase card limits, train staff on purchase card use policies and monitor compliance with purchase card policies.</b></p> <p>1.011 <b>Prepare vendor credit applications for review by Accounting Coordinator.</b></p> <p>1.012 <b>Obtain and maintain Minnesota State High School League (MSHSL) official's licensure to determine eligibility for independent contractor status and obtain W-9 documentation as needed for eligible officials.</b></p> <p>1.013 <b>Assist warehouse clerk with inventory reconciliations and inventory software management.</b></p> <p>1.014 <b>Process purchase requisitions and issue purchase orders in the absence of the warehouse clerk.</b></p> <p>1.015 <b>Assist the Accounting Coordinator with monthly bank statement reconciliations.</b></p>	<p>A-1</p>	<p>10%</p> <p>5%</p>		<p>policies and procedures.</p> <p>10. Data management systems.</p> <p>11. Word processing software.</p> <p>12. Database software.</p> <p>13. Spreadsheet software.</p> <p>14. <b>Tax code/regulations regarding 1099 filing requirements.</b></p> <p>15. <b>MSHSL licensing/certification requirements for officials.</b></p> <p>16. <b>District warehouse operations, policies and inventory software.</b></p> <p>17. <b>District financial data and vendor credit requirements.</b></p> <p>Skills:</p> <p>1. Typing.</p> <p>2. Filing.</p> <p>3. Calculator operation.</p> <p>4. Copy machine operation.</p> <p>5. Telephone operation.</p> <p>6. Operate office machines and computer.</p> <p>7. MS Office Suite, or equivalent word processing, spreadsheet</p>	<p>1.07 School, Oshki Manidoo, etc. billings. Month end accounts receivables were recorded and report was submitted timely.</p> <p>1.08 <b>All documents received and on file for required end of year tax reporting.</b></p> <p>1.09 <b>Purchase cards are maintained in a secure location and issued to staff in accordance with district policy.</b></p> <p>1.010 <b>Reconciliation completed accurately, appropriate document obtained and retained, trained staff on appropriate use and monitored staff compliance with purchase card policies.</b></p> <p>1.011 <b>Vendor credit applications were completed accurately and submitted to requested vendors.</b></p> <p>1.012 <b>All necessary documentation was received and maintained and officials have been paid correctly.</b></p> <p>1.013 <b>Inventory data was accurate, reported actual inventory on hand, and errors/issues were resolved.</b></p> <p>1.014 <b>Processed purchase requisitions and purchase orders as needed/directed.</b></p> <p>1.015 <b>Reconciliations were completed accurately and cleared checks were accurate and correctly recorded in the district's accounting system.</b></p>
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2.00 <b>PROVIDE GENERAL CLERICAL ASSISTANCE</b>				and database programs.	2.01 Correspondence and reports were typed accurately and timely.
2.01 Compose and/or edit and type correspondence, letters and reports.	A-1			<u>Ability to:</u> 1. Plan.	2.02 Provided accurate answers to inquiries and/or referred the patron/employee to appropriate staff for assistance.
2.02 Communicate with patrons and staff to answer inquiries on various subjects related to employment accounts payable/receivable.	A-1			2. Organize.	2.03 Visitors were received in a courteous manner, screened and either assisted or directed to appropriate offices.
2.03 Greet and screen visitors and calls.	A-1			3. Make decisions.	2.04 Mail was sorted, screened and delivered.
2.04 Open and screen mail.	A-1			4. Communicate with others.	2.05 Files were maintained and records are readily available.
2.05 Maintain files and file documents in accordance with Business Office policies and procedures.	A-1			5. Maintain accurate records.	2.06 Office equipment is in good working order.
2.06 Operate office machines (fax, copier, etc.) in a proficient manner.	A-1			6. Manage time.	2.07 Confidentiality was maintained at all times.
2.07 Maintain confidentiality.	A-1			7. Maintain confidentiality.	
3.00 <b>MISCELLANEOUS</b>				8. Provide excellent customer service.	
3.01 Other duties as assigned.				9. Communicate effectively both orally and in writing.	
				10. <b>Train staff regarding account receivable/payable and purchase card procedures.</b>	3.01 Other duties were completed as assigned.
				11. Use time efficiently.	
				12. Perform under stressful situations and with frequent interruptions.	
				13. Demonstrate consistent and reliable attendance.	
				14. Sit for extended periods of time.	