

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Accounts Payable/Purchasing Clerk*

QUALIFICATIONS: High school diploma or equivalent. College degree preferred.

REPORTS TO: Finance Director

SUPERVISES: None

ACCOUNTABILITY: Performance Evaluation annually

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To perform accounting duties under general supervision within established policies and procedures; coordinate/facilitate the purchasing process.

PERFORMANCE RESPONSIBILITIES:

Accounts Payable

- Review all requisitions with appropriate workflow.
- Scan and email invoices to schools for approvals.
- Match invoices to purchase orders and receiving slips.
- Key invoices.
- Balance and process checks.
- Process all checks for remittance.
- Attach backups with check copy and file.
- Run accounts payable reports. Distribute and file.
- Review vendor statements for any outstanding invoices.
- Answer vendor questions.
- Process 1099s.

Purchase Orders

- Check for appropriate approvals on all requisitions.
- Key purchase orders, print and disburse via email to requisitioner. Notify the vendor of purchase order approval. Check-in and receive all items shipped directly to the Central Office.

- Review outstanding purchase orders on a weekly basis.

Purchasing

- Ensure all transactions are according to the Louisiana Public Law and State Purchasing Policy.
- Responsible for all steps required when the public bid law is necessary.
- Responsible for parish-wide purchasing of janitorial supplies.

Miscellaneous

- Cover Central Office telephone/reception area as assigned.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date