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**TITLE:** ACCOUNTS PAYABLE CLERK/LOGISTICS

**REPORTS TO:** Business Manager

**JOB GOAL:** To provide general support to the business office for accounts payable.

**JOB TASKS AND PERFORMANCE RESPONSIBILITIES INCLUDE:**

1. Perform oversight and support of Integrity AP Module.
2. Process and maintain AP transactions.
3. Process invoices ensuring appropriate paperwork has been completed (match invoices to PO).
4. Process payment of AP claims docket, print checks and mail as appropriate.
5. Present monthly claims docket to the Board for Approval.
6. Provide implementation and oversight of requisition/purchasing/travel policy/procedures.
7. Act as Fiscal Services primary point of contact for accounts payable inquiries and issues.
8. Ensure proper retention of AP files in accordance with district policy.
9. Assist other staff in completing purchase order process; answering questions and routing requests.
10. Issue activity tickets and reconcile activity reports monthly for accuracy.
11. Review and record monthly cash receipts into the integrity AP Module.
12. Secondary responsibility is to provide back up to Purchasing Fixed Asset clerk.
13. Assist office staff with regular duties.
14. Appropriately maintain and secure confidentiality records and inquiries.
15. Professionally represent the school and the District in interactions with parents, community, staff, and students.
16. Troubleshoot office machinery (copy, fax, postage meter, etc.) coordinating maintenance and supply inventory.
17. Comply with applicable District, State, Local and Federal laws, and rules and regulations.
18. Attend work regularly and punctually.
19. Assists the Superintendent in the coordination of personnel and equipment.
20. Perform specific project tasks.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**