



TITLE: FIXED ASSET CLERK/ACCOUNTS PAYABLE/DATA ENTRY

REPORTS TO: Business Manager

JOB GOAL: To contribute to the efficient operations of the business officer in its vital role in the education process.

JOB TASKS AND PERFORMANCE RESPONSIBILITIES INCLUDE:

1. Processing of Purchase Orders – After the business manager’s approval of requisitions, the accounts payable data entry clerk then keys the requisitions into the Innovak computer software system which produces the purchase order. The accounts payable clerk then takes the purchase order to the Superintendent for his/her approval of the purchase and disperses the purchase order as necessary.
2. Processing of Invoices – The Accounts Payable Data Entry Clerk key the invoices into the computer. When all invoices have been entered, the computer system produces the claims docket for board approval.
3. Fixed Assets – Maintains a master fixed assets inventory ledger. Maintains property and equipment (general fixed assets) records by posting additions and deletions. Periodically audit and verify inventory records and equipment (general fixed assets) at all locations. Performs a 100 percent audit of all fixed assets annually. Post records on all equipment transferred within the district.
 - a. Produces fixed assets reports as requested by principals/supervisors.
 - b. Submit inventory to be retired to the business manager for Board approval.
 - c. Keeps a monthly report of all additions, transfers, and deletions.
 - d. Maintains a pleasant and positive public relations image through telephone communication, assistance to individuals on a walk in basis, and excellent rapport with co-workers.
 - e. Performs usual office routines.
 - f. Maintains all office records as required.
 - g. Assume added performance responsibilities as assigned by the Business Manager.