

Accounts Payable/Payroll Clerk

QUALIFICATIONS:

1. Minimum of a High School Diploma, Associate Degree in Accounting or related field is preferred
2. Training in electronic data processing, payroll computations and tax records, double entry bookkeeping, filing and use of office machines
3. One to three years experience in governmental accounting and payroll is preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

ESSENTIAL DUTIES:

1. Verifies account distribution on purchase orders and invoices, making certain function/object/location classifications adhere to state chart of accounts. Processes all invoices, retaining one copy with purchase order before distribution to purchasing secretaries. Checks receipt of approval invoices periodically, to make certain invoices are paid in a timely fashion. Verifies approvals on invoices, matches approved invoices with purchase orders, checks for use tax liability.
2. Writes all accounts payable checks every two weeks, verifying all amounts before and after checks are machine processed. Sends appropriate documentation to support check. Assure that checks are paid to vendors on a monthly basis balance with monthly statement sent by vendor and denotes any variances
3. Files invoices and other records in prescribed manner, depending upon the approved practice of the department to which assigned
4. Verifies receipt of goods/services at fiscal year end, charging appropriate fiscal year
5. Prepares use tax report quarterly
6. Prepares 1099s for vendors
7. Maintains a complete and systematic set of records of all financial transactions of the of the district
8. Receives and verifies all time sheets, computes salaries according to district salary schedules, verifies any special payments (including homebound) with Accounting Director, prepares payrolls, including deductions for withholding tax, pension, social security, insurance, court levies, and such other required salary deductions
9. Prepares and maintains all necessary earnings records, deduction records, and similar personnel payment records
10. Prepares and keys vouchers for all payroll deductions
11. Prepares all Journal vouchers for tax payments
12. Maintains records covering all deductions
13. Prepares all tax forms, quarterly and annual reports relating to payroll matters
14. Keeps record of staff absences
15. Verifies all amounts before and after checks are machine processed
16. Keeps employee's master current, denoting any supplements, certificate upgrades, hire/termination dates, etc.
17. Computes and posts all fiscal year-end accruals
18. Assist Director of Finance with maintaining Budget prep profiles
19. Assist Director of Finance with budgeting for salaries and supplements
20. Performs any other assignments as assigned by the Director of Finance