

**RAPID CITY AREA SCHOOL DISTRICT 51-4  
JOB DESCRIPTION**

**I. POSITION TITLE & CLASSIFICATION:**

Accounts Payable Processor/Level V Clerical

**II. QUALIFICATIONS/REQUIREMENTS:**

- A. Education Level: High School Diploma required. Associates Degree in Accounting preferred.
- B. Experience: 3 years accounts payable experience, 5 years' general book keeping experience. General knowledge of Generally Accepted Accounting Principles.
- C. Other Requirements: Possess high level of oral and written communication skills. Demonstrate skills in organization, analysis, problem solving, accounting, budgeting, conflict resolution, critical thinking and planning.

**III. REPORTS TO:**

Accounting Manager

**IV. SUPERVISES:**

None

**V. BASIC FUNCTION/PURPOSE OF POSITION**

Processes invoices for payment, reconciles vendor invoices, process p-card receipts, complete related monthly, quarterly and annual reports.

**VI. ESSENTIAL FUNCTIONS AND DUTIES**

- A. Process vendor payments, verifying amounts, account numbers, required approvals.
- B. Print checks, process ACH payments, send and verify positive pay file to bank, investigate any exceptions.
- C. Set up new vendors, verify validity of vendor, and obtain W-9 and other relevant documentation.
- D. Prepare annual 1099's.
- E. Enter journal entries as needed to reclassify or correct account coding.

- F. Maintain fixed asset inventory.
- G. Maintain and update chart of accounts.
- H. Generate monthly, quarterly, and annual financial reports and distribute as appropriate.
- I. Assist with general office operations, answering phones, waiting on customers, file maintenance, receive and sort office mail, etc.
- J. Prepare hourly payroll.
- K. Bank reconciliations.
- L. Work collaboratively with other office and district staff.

Other

- M. Maintain confidentiality regarding school/workplace matters.
- N. Monitor and comply with federal, state, and district policies and procedures.
- O. Perform other duties as assigned.

## **VII. WORK HOURS/PHYSICAL REQUIREMENTS**

This is a full-time, non-exempt position. Standard days and hours of work are Monday through Friday, 7:30am to 4:30pm (school year) 7:30am to 4:00pm (summer). Occasional evening and weekend work may be required as job duties demand.

This position regularly works in an office setting and is primarily sedentary in nature, however, some standing, walking, carrying, and bending, twisting and other physical movements may be required on an occasional to frequent basis. The employee is also frequently required to speak, hear, and view printed/digital information. Local travel to other worksites and lifting up to 25 pounds may be occasionally required.

## **VIII. EVALUATION**

Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for support staff.

## **IX. TERMS OF EMPLOYMENT**

Salary and work year as established by the board of education

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties responsibilities, or requirements.