

Sheffield City Schools
Job Description – Secretary/Receptionist/Accounts Payable Clerk

POSITION TITLE: Secretary/Receptionist/Accounts Payable Clerk

QUALIFICATIONS: High school diploma, G.E.D., or sufficient experience, education and training to demonstrate ability to perform duties of position. Two years experience in accounting preferred. **MUST** have experience with computer applications (word processing, spreadsheets, and accounting software)

REPORTS TO: Chief School Finance Officer

JOB GOAL: To provide administrative support for Central Office staff, greet visitors, and perform accounts payable duties

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Public Relations – greets visitors, answers routine questions, and directs visitors to appropriate staff, deals with concerns of parents, and performs activities requested by the visitor.
2. Oversees accounts payable function for all applicable fund sources.
3. Maintains accounts payable system in accordance with applicable laws, regulations, and General Accepted Accounting Principles.
4. Sort and match all invoices and check request for payment.
5. Ensure that vendors are paid on a timely basis in agreement with terms of invoices.
6. Review invoices and check request, resolving any discrepancies with vendors, purchase orders, etc.
7. Verify the accuracy of input batches.
8. Perform various clerical, bookkeeping, secretarial and administrative support for the Chief School Finance Officer.
9. Prepare correspondence, files, and documents using word processor or other data management software.
10. Maintain files, inventories, and other records both manually and in automated mode.
11. Assists applicants with applying for substitute teacher license and obtaining the fingerprinting/background clearance with the Alabama State Department of Education.
12. Performs other duties as assigned.

TERMS OF EMPLOYMENT: 12 months contract. Salary will be determined by the Central Office Secretary/Receptionist/Accounts Payable Clerk/School Secretary Salary Schedule based on years of experience.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluation of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.