

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**Accounts Payable Clerk**

Job Description

October 2006

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**Reports to:** Director of Finance

**Status:** Nonexempt

**Term:** 226 Days

**Primary Purpose:**

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficiency in use of calculator and office machines

Ability to communicate effectively

**Experience:**

One year accounting experience at clerical level

**Major Responsibilities and Duties:**

**Accounting**

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information.
2. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments.
3. Detect and resolve problems with incorrect orders, invoices, and shipments.
4. Contact district personnel and vendors to correct or obtain information needed.
5. Confirm balances in accounts for all requisitions.

“Job Openings” are posted at [www.tcisd.org](http://www.tcisd.org) .

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6. Prepare and distribute paid invoices at designated times.

**Data Entry**

7. Input accounting data into automated accounting system using personal computer.

**Records and Reports**

8. File office copies of checks, requisitions, invoices, and purchase orders.
9. Keep records up to date.
10. Maintain vendor files and set up new accounts when changes occur.

**Other**

11. Communicate current status of invoices to campus staff.
12. Prepare correspondence using personal computer.
13. Receive incoming calls, answer questions, and direct calls to the proper party.
14. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
15. Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, calculator, computer, and printer.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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