



POSITION DESCRIPTION

JOB TITLE: ACCOUNT CLERK I Job Class: 3360	
DATE	DEPARTMENT OR SCHOOL DIVISION
Pay Schedule:	Pay Range:
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: Assists with oversight for the processing of accounts payable documents in an accurate and timely manner, adhering to policies established by the Milwaukee Board of School Directors, complying with State Law and safeguarding the tax payers assets.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Performs varied duties to include: processing purchase order payments, processing open charges, payment requests, capital cash, travel, contracts, payroll supplemental checks and food service, vouchers.
2. Maintains vendor files, processes City Hall Disbursement Report, opens, sorts and distributes mail, researches open items on vendor statements, researches open encumbrances by assigned vendor and serves as back up phone coverage for office secretaries.
3. Establishes monthly letter processing schedule: determines (Pull-Off) processing schedule for letters, prepares nightly processing slips, informs Accounts Payable, General Accounting, Purchasing, City Hall, and Facilities and Maintenance of processing schedule.
4. Verifies items to be transmitted from production to the ledger (Pull-Off) document errors, balances items selected for payment, locates and documents discrepancies, verifies amount selected for payment processed to tape for posting to ledger, submits tapes for processing to ledger, verifies tapes posted correctly to ledger, brings any discrepancies found to supervisors attention.
5. Disburses checks after the Accounts Payable Clerks have vouchered letter, reissues payments as needed and performs vendor maintenance for corrections.
6. Processes nightly tapes to be posted to ledger, notifies appropriate supervisor of discrepancies.
7. Maintains the check log, prepares the manual check per reissue or stop payment procedures, prepares Special checks per authorization of Accounts Payable Supervisor, delivers manual and special checks to superintendents' office for signature.

8. Documents preparation for scanning and indexing records, balances scans and produces reports.
9. Oversees vendor files, maintains a working relationship with vendors, schools and other departments, especially purchasing, assists Accounts Payable Supervisor with monthly staff meeting, assists Accounts Payable Supervisor with cross training, assists with calendar year end 1099 process, assists with IRS B-Notice requirement, assists Accounts Payable Supervisor with fiscal year end responsibilities and auditor requests and assists with record retention requirements.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

High School Diploma

Experience Requirements

2-4 years exper

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.