



MISSISSINEWA COMMUNITY SCHOOLS
Accounts Payable Clerk

Job Description:

Performs activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information as directed.

Responsibilities:

1. Pays all invoices
2. Prepares and enters receipts for the corporation
3. Makes daily bank deposits for multiple accounts
4. Issues all purchase orders
5. Collects W9s
6. Issues 1099s
7. Assists auditors for the purposes of providing support and documentation on internal processes for accounts payable and receivable
8. Assists the Business Manager for the purpose of responding to questions regarding accounts payable and data
9. Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions
10. Maintains financial information, files and records (i.e. copies of paid invoices, checks documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
11. Processes financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices
12. Distributes monthly account balances to appropriate parties
13. Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing
14. Completes vendor reference forms
15. Processes end of month financial information in financial software system

16. Processes end of year financial information in financial software system, including Form 9 data
17. Ensures that the financial software system and all financial reports meet all Indiana Codes & Regulations
18. Performs other duties as assigned the Superintendent and Director of Business
19. Attend meetings and conferences when requested
20. Maintains confidentiality at all times
21. Evaluated by the Director of Business

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)