



**Job Title: Accounts Payable Clerk**

**Department:** Accounting  
**Reports To:** General Accounting Manager  
**Grade:** CA-08  
**Number of Days:** 12 Months  
**Overtime Status:** Non-exempt

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**Job Objectives:** Process A/P invoices and other duties

**Minimum Qualifications:**

- 5 years
- A/P experience desired

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Verify and approve invoicing.
- Scan invoices or pertinent data for invoice backup.
- Separate invoices per payment method.
- Update account coding on bank mapper for travel related procurement card transactions.
- Research vendor info for Athletic Dept. & others.
- Open mail & distribute.
- Vendor assistance on O/S invoices.
- Process A/P RQ's & receive goods.
- File A/P data

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient with Microsoft Office.
- Ten key by touch.
- Good typing skills.
- Excellent written & verbal communication skills.
- Must be able to lift at least 25 pounds.

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Cubical in Accounting Department.

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not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.