



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/95; 1/98; 1/99; 9/99; 5/03; 01/05; 7/08; 10/12; 6/18; 1/20; 5/23

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Lunchroom Accounts Payable Clerk	<b>JOB CODE:</b> 474B
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Capital Project Accounting & Accounts Payable	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Director, Accounts Payable	<b>PAY GRADE:</b> Rank VII (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Processes accounts payable and lunchroom invoices for the district.	

**REQUIREMENTS:**

1.	Educational Level: High School diploma or GED
2.	Certification/License Required: None
3.	Experience: 3-5 years of Accounts Payable or Bookkeeping Experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing, math aptitude.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Processes the payment of payables ensuring accurate payment and distribution.
3.	Communicates with the Manager, Food Services Accounting to ensure monthly and year-end posting deadlines are met.
4.	Reconciles weekly pricing on the US Foods spreadsheet of invoices to be paid against the Master Pricing spreadsheet using an advanced function in Excel (VLOOKUP).
5.	Extrapolates invoice information from the US Foods spreadsheet and loads into a formatted Excel template to import into Munis for payment.
6.	Creates FNS Excel templates for various monthly services for all school cafeterias and imports into Munis Accounts Payable system.
7.	Reviews parent refunds and petty cash change fund Request for Checks for accuracy and documentation, converts them to Accounts Payable invoices in the Munis Financial System.
8.	Contacts schools, administrative departments and vendors daily concerning problems with invoices, receiving verifications, bid changes and/or substitution of bid item(s).
9.	Removes voided FNS checks from the "Positive Pay" file in the Bank of America CashPro website and records in the Accounts Payable Voided Check Book.
10.	Assists the Manager, Food Services Accounting in providing documentation and support for the Federal and State program audits as well as annual financial and desk audits.
11.	Audits manually all lunchroom invoices, verifying they are balanced, accurate and signed by the manager.
12.	Assists with year-end close procedures.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_