

Lexington R-V School District is accepting applications for an Accounts Payable Clerk. This position is a half-time position.

Job duties include:

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Receive and verify employee expense reports and requests for advances; preparing checks for payment.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records and filing documents.
- Disburses petty cash by recording entry; verifying documentation.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

The Accounts Payable Clerk qualifications include the having the ability to track budget expenses, attention to detail, organizational skills, the capability of analyzing information, maintain vendor relationships, having knowledge of accounting, PC proficiency, data entry skills, and general math skills. Applicant must also pass a background check. Salary is dependent upon years of experience and level of education.

Candidates should obtain an application online at <http://www.lexington.k12.mo.us> under Employment. Application packet should include a letter of application, at least 3 references, resume', and a copy of certification/transcripts.

Applications to:

Accounts Payable Clerk
C/O Carroll Meierer
2323A High School Drive
Lexington, MO 64067

For additional information, please contact: Ms. Carroll Meierer, Lexington R-V Central Office, at (660) 259-4369 or by email at cmeierer@lexington.k12.mo.us