



**Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641**

**September 26, 2018
Notice of Opening**

Part-Time Accounts Payable Clerk/No Benefits

Description:

Accounts Payable Clerk is responsible for processing accounts payable for the district; accounts payable for all accounts; processing of purchase orders; reconciling statements.

Length of Work Year: 12 Months

Qualifications:

Minimum of a High School Diploma, supplemented by two years of experience in accounts payable an Associate's Degree is preferred. Possess strong computer and program application skills. This position requires a high degree of confidentiality and discretion. Other qualifications as determined by the Superintendent.

Duties and Responsibilities:

- Responsible for processing all accounts payable for general fund, athletics and cafeteria.
- Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Business Manager and other employees.
- Maintains prompt, daily attendance at work.
- Performs other duties as assigned by the Accounting Department

Specific Duties:

- Process all purchase orders and then checking packing slips to purchase orders and invoices
- Process all accounts payable for General fund, Athletics and Food Service
- Reconcile monthly statements
- Maintain Spreadsheets on vendors
- Filing paid invoices

Deadline: October 12, 2018 (By 12:00 noon)

Send letter of interest, resume, transcripts, and three letters of recommendation to:

Monika Cook, Assistant to the Superintendent

Columbia School District

11775 Hewitt Rd.

Brooklyn, MI 49230

monika.cook@myeagles.org

517-592-6641