

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Accounts Payable Assistant / Deputy Treasurer  
(Bonded Position – Confidential Employee)

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Classified Clerical  
**LOCATION:** Plymouth Schools Administration Office  
**REPORTS TO:** Office Manager  
**LENGTH OF WORK:** 37.5 - 40 hours/week – 12 months/year  
(Confidential Employee)

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Process the payment of all invoices in a timely manner.
2. Prepare invoices for bus trips for Transportation Department.
3. Oversee all shipments received in the central office.
4. Assign Work Order numbers and distribute work orders.
5. Prepare Maintenance and Transportation Department payroll.
6. Order and distribute textbooks and maintain inventory.
7. Act as 1<sup>st</sup> backup for front desk help along with Payroll Assistant.
8. Act as 1<sup>st</sup> phone back-up in the a.m. along with Payroll Assistant.
9. Act as 1<sup>st</sup> back-up for processing incoming mail.
10. Act as 1<sup>st</sup> back-up for processing outgoing mail.
11. Act as 1<sup>st</sup> back-up for performing the tape backup in the a.m.
12. Act as 2<sup>nd</sup> back-up for performing the tape backup in the p.m.
13. Act as 3<sup>rd</sup> back-up for processing inter-office mail.
14. Process copier paper orders for corporation and Administration office. Maintain records. Obtain quotes and order supplies needed to maintain inventory. Order office supplies for Administration Office.
15. Schedule conference room, prepare coffee and monitor refreshment supplies for meetings.
16. Order soda for machines and handle funds received in the machines.
17. Oversee snack box at Administration office, handle funds received and replace supplies as needed.
18. Order and distribute student health cards, cumulative folders and inserts.

**19. Must maintain a positive relationship with other staff, parents, and students.**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS:**

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The work environment is mainly indoors other than routine errands.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 11/9/06*