



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

ACCOUNTS PAYABLE CLERK *Business Office*

Posting Date

June 27, 2018

OPEN UNTIL FILLED

NUMBER OF DAYS EMPLOYED: 226

WORKING HOURS: 8:00 A.M. – 4:30 P.M.

PAYGRADE: 5

HOURLY RATE RANGE: \$15.04 - \$21.64

POSITION SUMMARY: This position is accountable for the timely, accurate, and proper processing and payment of all invoices, ensuring the claims with all purchase orders. The incumbent ensures that all invoices are properly approved, all expenses are appropriately classified and vendor records are maintained accurately and up-to-date.

REPORTS TO: Accounting Manager

MINIMUM SKILLS/QUALIFICATIONS:

1. Must have a high school diploma or GED
2. Must have minimum 3 years office experience
3. Minimum of 45-50 wpm typing
4. Experience in basic computer operations
5. Above average oral and written communication skills
6. Experience in operating basic office equipment
7. Knowledge of basic accounting procedures

PLEASE SUBMIT APPROPRIATE DOCUMENTS TO:

Elias Hernandez
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
(210) 989-4410

APPLICATION PROCEDURES:

- District Employees must submit a complete resume and letter of interest
- Out-of-District applicants must submit a complete on-line employment application, resume and letter of interest

Applicants chosen for an interview will be contacted about the date and time. For further information regarding a detailed job description, contact Elias Hernandez, Human Resources Coordinator at (210) 989-4410.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability or any other legally protected status.

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATION ARE SUBJECT TO CHANGE.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The following person has been designated as the Title IX Coordinator:

Diana Tudyk, Executive Director of Human Resources

102 Genevieve

San Antonio, Texas 78214-2997 (210) 989-4410