

**Budgetary/Accounts Payable Clerk position description:**

Monitors, verifies and approves vouchers/documentation submitted for invoice payments. Generates warrants/eft's for those invoice payments and distributes. Correspondence with multiple departments regarding budgets and purchase orders. Maintains W9 info for new vendor setups. Posts multiple transactions such as budget/cash transfers, cash advances, budget increases and adjustments from resolutions, etc.