

Career Major:

Accounts Payable Clerk



Pathway:

Business Financial Management & Accounting

Cluster:

Business, Management & Administration

Career description:

Reviews invoices for accuracy and completeness. Sorts documents by account name or number and processes invoices for payment. May perform other basic clerical duties associated with accounts payable. May post transactions to journals, ledgers and other records. Requires understanding of bookkeeping procedures. Receives, distributes and balances statements. Researches and answers vendor, employee and department questions regarding the status of accounts and payments. Responds to questions from departments regarding account numbers, balances and correction of posting errors.

Courses:

- Business, Marketing and Information Technology Core
- Fundamentals of Administrative Technologies
- Fundamentals of Administrative Technologies II
- Accounting I
- Accounting II
- Computerized Accounting
- Business, Management & Administration Capstone

Additional Career Majors In This Pathway:

- Accounts Receivable
- Administrative Assistant
- Billing Clerk

AVERAGE SALARY

\$25,680/year

Program Length:

840 hours

Who Can Attend:

High school students or adults

Schedules Available:

Morning class: 8:10-11:00 am

Afternoon class: 12:40-3:30 pm

FULL-TIME STUDENTS:

Attend both sessions.

Entrance Requirements:

If you are a high school student, please contact your high school counselor about enrollment. Prospective adult students should contact a Meridian career counselor for enrollment information.

Tuition:

Tuition is free for students enrolled in one of our district high schools. Students can attend during their junior and senior years or during their senior year and the year following graduation. Scholarships are available to qualified applicants who graduate from one of our district high schools if they enroll within two years of graduation. Adult tuition is based on the number of hours in the chosen career major. A Meridian career counselor will be able to provide more information.

College Credit:

College credit is available for this career. Please contact a Meridian career counselor for more information.

Licensure/Certification:

In addition to certification from Meridian, more information on recommended competencies is available at:

www.okcareertech.org/certify/.