



Job Description
Prepared/Revised Date: January 2021

Job Title:	Accounts Payable Technician	Job Code:	1008
Job Family:	Finance/Payroll/Purchasing	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Work Year:	12 months	Pay Range:	G9

SUMMARY: Assists in the administration of the District’s financial obligations related to accounts payable, including maintaining file records, verifying invoices, preparing vouchers and purchase orders for payment, processing checks, and communicating with vendors to resolve billing disputes. Develops and promotes good community relations among various community, department and school clientele

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Input of data into the district financial system	D	60%
2. Maintain and file all vendor invoices and vouchers	D	10%
3. Interacts with outside creditor representatives, in-district personnel to resolve problems and maintain ongoing business relations.	D	4%
4. Assist with analyzing, researching and problem solving vendor statements, obtaining information from purchase orders, invoices, and credit memos.	D	5%
5. Verify accounts charged and expedite request for expense reimbursements	D	5%
6. Review and analyze regularly scheduled reports	D	5%
7. Process checks twice weekly by verifying check/ACH information matches invoice information, date stamping and mailing to vendor	W	10%
8. Perform other job related duties as assigned, including, but not limited to: gathering information for open records requests and the annual audit.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of one (1) year of experience in data entry and/or accounts payable
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Data entry and keyboarding skills.
- Demonstrated verbal and written communication skills.
- Interpersonal relation skills.
- Customer service and public relation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Business Services Financial Manager	070912

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate	X			
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	