

ACCOUNTS PAYABLE SPECIALIST

Classification: Administrative – Central Office Location: Assigned Department

Reports to: District Administrator FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position provides fiscal support and processing for specific programs or for a major division or sub-organization of the school district.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district office administrator(s) or a senior accountant/business specialist. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Record and compile various types of data manually and/or by computer; create various reports on a regular basis and on request, assuring the accuracy of data.
2. Process vouchers following district procedures to assure accuracy, payment due date, and documented receipt of purchased goods or services.
3. Work with vendors and customers to confirm details, research questions, and solve problems.
4. Type and/or compose documents, forms, letters, etc.
5. Assist district, state, and other outside auditors, researching and supplying information as appropriate.

6. Review and verify billing and accounting information; track contracts and cost; work with vendors and customers to resolve problems and disputes.
7. Receive, review, and process invoices; verify invoices and match with purchase orders and other documents; prepare invoices for payment; audit, match, and compare invoices with purchase order receivers and other documents; generate, issue, and distribute payments.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possess a high school degree and/or post-secondary education.
- Minimum of two (2) years job related experience which demonstrates ability to work independently, with a minimum of supervision and function in a dynamic, fast paced, continually changing environment with frequent interruptions; skill competence and substance of work experience will be considered in determining applicant qualifications.
- Thirty (30) semester credits or forty-five (45) quarter credits from a post-secondary institution at an accredited university, college, community college or business school may be substituted one-for-one for the years of related experience.
- Experience which demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage situations.
- Experience which demonstrates excellent problem solving, analytical, and conflict resolution skills and ability to think quickly.
- Experience which demonstrates a high level of attention to, and management of, detailed information.
- Experience which demonstrates strong organizational skills and the ability to meet deadlines.
- Experience which demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
- Experience which demonstrates working with numbers and knowledge of fiscal procedures is required. Accounts payable experience is preferred.

- Skilled in working with numbers, mathematical computations, and spreadsheets.
- Skilled in the use of fiscal office equipment (e.g. calculators).
- Working knowledge and demonstrated experience with email and Microsoft Office programs, including Word and Excel.
- Ability to interpret written/oral directives and to apply district rules, regulations, procedures, and policies.
- Ability to effectively communicate with and appreciate individuals from diverse socio-economic backgrounds.
- Ability to meet and deal with the public, business and community groups, as well as building and district administrators and staff.
- Ability to adapt to new technology.

Part V: Desired Qualifications:

- Knowledge of district financial management systems.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 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.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.