

**Washington Union School District**  
**Job Description**  
**Accounts Payable/Payroll Technician**

**Classification:** Confidential Employee  
**Salary Range:** \$18.75 - \$24.07  
**Work Year:** 5.5 hours per day/12 months (261 days)

**Job Definition:**

Under the general direction of the Superintendent performs various complex financial tasks that require accurate processing of payroll, cash receipts, processing of purchase orders and vendor payments and other fiscal information in accordance with the established financial practices.

**Supervisor(s):**

Superintendent

**Qualification Requirements:**

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Essential Duties: (Include but Not Limited To )**

- Process classified and certificated payroll; receives and audits time sheets; inputs data in computer software system and identifies and resolves errors and discrepancies.
- Make complex math calculations to verify payroll computation accuracy.
- Maintain employee monthly leave transactions.
- Responds to inquiries regarding payroll.
- Distributes payroll warrants and W-2 forms to all employees.
- Collects, writes receipts, and processes deposits for accounts receivable.
- Reviews and processes purchase order requisitions and the printing and distribution of purchase orders.
- Maintains vendor lists and profiles including W-9 tax information and ensures compliance with applicable IRS guidelines.
- Provides support toward establishing vendor/contractor accounts.
- Verifies and reconciles documentation of goods and merchandise, and services received against claims, invoices, purchase orders, and packing slips and verifies prices.
- Processes, monitors and mails vendor payments.
- Responds to inquiries regarding status of purchase orders, requisitions, or vendor payments.

- Processes and mails vendor tax 1099 forms.
- Compiles data and files annual use tax report, quarterly fuel tax reports, Independent Contractor Reporting and other vendor related state reports.
- Collects and maintains a file of Developer Fee payments.
- Maintains a variety of fiscal information, files and records such as; accounts payable reports, invoice files, purchase orders payments, and payroll records and information.
- Maintain accurate data base entries and ensure the fiscal information within area of responsibility is compliant with audit and accounting standards and guidelines.

**Other Related Duties:**

- Pick-up and/or deliver payroll, deposits, and vendor checks at the Monterey County Office of Education
- Attend meetings related to assignment.
- Participate in available training to meet new safety and technology standards.
- Perform other related duties as may be assigned by supervisors.
- Participate in cross-training activities to support other positions.

**Physical Effort and Work Environment**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and other office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the
- Hearing sufficient to communicate in person and hold telephone display screen of various office equipment and machines. conversation in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.

**Physical Effort and Work Environment**

- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.

- Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.
- Work in an indoor work environment.

**Required Qualifications:**

**Education:**

- Associates Degree (AA) or higher or an equivalent from a two year college or technical school or minimum of two years of experience in a clerical position handling accounting, bookkeeping or similar business office duties.

**Experience**

- Training and experience in computer literacy, general clerical operations and accounting practices.
- Working in an office, preferably in public education or public service.
- Must have advanced English usage, spelling, grammar, punctuation, and report and/or correspondence writing.
- Utilizing proper discretion in dealing with and handling confidential matters and information.

**Knowledge of:**

- Basic principles, methods, and practices of bookkeeping, and financial record keeping.
- Modern office methods and standard office equipment, including the use of a personal computer.
- English usage, spelling, grammar, punctuation, and letter and report writing.
- Read and interpret technical manuals.
- Understand complex multiple step directions and instructions.
- Prepare and present information to a variety of individuals or groups.

**Ability to:**

- Understand and carry out assigned work with minimal supervision.
- Make mathematical calculations with speed and accuracy.
- Use initiative and judgment in discussing problems with the public and district staff, involving practices and policies.
- Read, understand, interpret and follow laws, rules regulations, processes, policies, and methods of the office, the District and the State of California.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Maintain accurate and neat records and reports.
- Compose letter from oral and written instructions.

- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Communicate effectively in the English language, both orally and writing.
- Learn, plan, formulate and execute federal, state, district and departmental policies, procedures and directives, in accordance with assigned duties.
- Use an alpha-numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy.
- Meet schedules and timelines.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community.
- Maintain regular attendance and punctuality.
- Be flexible with assigned duties and while working with others.
- Analyze data and issues to present solutions.
- Problem-solve issues with suggested recommendations.
- Maintain confidentiality with all matters pertaining to sensitive matters.
- Accurately input data into district and county systems.

**Desirable Qualifications:**

- Bachelor's Degree or certificate in accounting or an equivalent.
- Previous experience in a school district or governmental accounting entity.
- Previous experience working with diverse groups.

**Licenses and Certificates:**

- Possession of a valid Class C California's driver's license (as appropriate to assignment).

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**Approved by**

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**Date**

**Revised:**

