

Job Title: Accounts Payable Technician

Bellevue Union School District

Position Title:	Accounts Payable Technician		Department:	Business Services
FSLA Classification:	Non-Exempt Disaster Service Worker: Essential Staff	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range 20	Work Calendar	12 month/260 Days
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Reports to:	Director of Business Services and/or designee.	Board Approval Date:	June 17, 2025
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General Description

Under supervision, performs a variety of financial administrative support work and accounting tasks to compile, prepare, review, and verify financial and statistical records, and funds; performs related duties as required.

Organizational Relationships

Directly Responsible to:	Director of Business Services and/or designee.
Supervision Over:	

DUTIES AND RESPONSIBILITIES: The tasks listed in this section are representative of the duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

- Ensures that all processes and documents are accurate and comply with all regulatory guidelines to pass an audit.
- Interprets and applies federal, state, and local laws and regulations.
- Performs filing and record retention for the Business Services department.
- Train and assist site staff in accounting procedures and internal control procedures to ensure productivity and work efficiency.
- Performs other duties as assigned.

Essential Job Functions include, but are not limited to the following:

Accounting:

- Audits and stamps as "Paid", all checks in the weekly AP process.
- Enters purchase orders, trip requests, claims for reimbursement, and other forms or documents for the department.
- Initiates and receives credit card reconciliations from all users; reviews them for auditing requirements and processes payment requests to Accounts Payable promptly to avoid late charges.
- Monthly reconciliations and AP payment requests for carriers.

Job Title: Accounts Payable Technician

- Prepares invoices for all billing functions of District, maintains billing database, and sets up year-end accounts receivable. Follows up for collection of outstanding invoices and sends monthly statements.
- Prepares, balances, and deposits District funds and donations, including posting to the financial system and making deposits at the bank.
- Reviews and processes travel and field trip requests and claims.

Developer Fees and Facility Use:

- Collects and maintains records for facility use, including answering phone calls, receiving permit requests, and billing.
- Collects and maintains the proper Liability Insurance and Additional Insured Endorsement for all groups using facilities.
- Collects, processes, and tracks developer fee payments from the public and provides fee information and school District locations as needed.

Food Services:

- Assist in the collection of meal counts and billing.
- Assists in lunch application collections and data.
- Reconcile and deposit funds from school sites.

Purchasing:

- Orders and maintains office supplies and repair/maintenance services for District assets as needed.
- Performs and maintains the District's fixed Assets Inventory Lists for food service, instructional materials, technology, maintenance, and operations in meeting audit requirements.
- Performs District-wide purchasing, including state instructional materials orders, issues purchase orders, encumbers purchase orders, obtains W-9's from new vendors, and maintains purchasing-related records.
- Reconciles orders with packing slips and invoices for accuracy, processes vendor payments and mails vendor warrants, performs related data-entry, and ensures that all material payments are accounted for and paid according to regulations.

EDUCATION AND EXPERIENCE:

- High school Diploma required.
- Any combination of training, education, and experience that demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position is required. A typical qualifying entrance background is one year of experience performing varied administrative support work of average difficulty in an office environment.
- An AA/BA in accounting or other business systems is desirable.

Job Title: Accounts Payable Technician

- Written and oral Spanish proficiency is desirable.

QUALIFICATIONS:

Knowledge of:

- Basic principles, procedures, and terminology of auditing, debits and credits, accounting and financial recordkeeping; office practices and procedures; Standardized Account Code Structure (SACS); and standard software applications related to financial applications.
- Technical judgment to classify and process accounting transactions.

Ability to:

- Perform mathematical computations with speed and accuracy; operate a variety of standard office equipment including 10-key by touch; interpret and apply pertinent codes, laws, rules, regulations and policies, rules, and regulations; communicate in English, clearly and concisely, in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; possess attention to detail; set up and accurately maintain accounting and financial records; follow directions; work independently and manage time effectively between multiple tasks; set priorities and meet deadlines; proofread financial documents and reports; identify and correct errors or omissions; establish and maintain cooperative and effective working relationships with those contacted during work.

Licenses and Certificates:

- Valid California Class C driver's license
- Proof of Automobile Insurance
- TB Clearance (upon offer of employment)
- DOJ Fingerprint Clearance (upon offer of employment)

Physical Abilities: The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations for those disabilities to contact the Superintendent for further information.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. Work under pressure to meet the necessary deadlines

Physical Abilities

- The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of this position.
 - While performing the duties of this position, the employee is regularly required to talk or hear. The

Job Title: Accounts Payable Technician

employee is frequently required to sit, stand; walk; use hands to finger, handle, or feel and reach with hands and arms.

- The employee is occasionally required to stand, walk, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.