



## Job Description

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<b>POSITION TITLE:</b>	<b>Accounts Payable Specialist</b>	<b>#2493</b>
	<b>Business Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b>	
	<b>Range 37</b>	

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### **SUMMARY OF POSITION:**

Under limited direction of management personnel, perform a variety of clerical accounting duties in support of accounts payable. Audit invoices and payments on all invoices and employee reimbursements prior to submission for payment. Complete regular audits of billing accounts. Communicate with programs and vendors to resolve account discrepancies.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. One year experience in accounting.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Three years bookkeeping/accounting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English grammar and usage skills; good record-keeping techniques and computer skills. Experience working in a school district or county office of education or office with accounting responsibilities.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:

- basic principles, practices and procedures of accounting including accounts payable
- modern office practices, procedures, and equipment
- applicable sections of State Education Code and other applicable laws
- record-keeping techniques
- assigned software

Ability to:

- maintain accounting and financial records
- perform mathematical calculations quickly and accurately
- understand and follow oral and written directions
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- compile and analyze financial and statistical information and data
- maintain records and prepare reports
- plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks
- establish and maintain cooperative and effective working relationships with others
- operate a variety of office equipment i.e., computers and calculators
- be flexible and receptive to change

Possess:

- good oral and written communication skills
- good interpersonal skills using tact, patience, and courtesy

**DISTINGUISHING CHARACTERISTICS:**

There are various levels within the Accounts Payable series. The A/P clerk is responsible for distribution of incoming mail and maintaining accounts payable files, with accuracy. The Accounts Payable Technician is responsible for reconciling employee reimbursements as well as select vendor accounts and paying invoices timely and accurately. The Accounts Payable Specialist is responsible for reconciling complex vendor accounts and paying vendors timely and accurately, as well as completing analytical review of vendor statements.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Process accounts payable as assigned.
2. Verify Vendor information as it relates to W9's.
3. Post transactions, assemble, tabulate, audit, and compare financial data; enter data into financial system.
4. Reconcile and balance vendor accounts.
5. Process warrant replacements and cancellations.
6. Review Vendor statements/reports for accuracy.
7. Communicate with agencies and personnel being served by the department.
8. Maintain necessary files and records.
9. Answer telephones, takes messages, and provide information.
10. Copy, fold, sort and distribute materials.
11. Uses current technology and equipment to generate spreadsheets, reports, and correspondence.
12. Maintain confidentiality
13. Perform related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.