

Accounts Payable Specialist

Purpose Statement

The job of Accounts Payable Specialist is done for the purpose/s of providing support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Business Manager

ESSENTIAL Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists other staff, and a variety of outside parties regarding procedures and/or program requirements (e.g. building secretaries, vendors, etc.) for the purpose of providing support for completing transactions, identifying appropriate action and/or complying with established financial procedures.
- Compiles a variety of financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Informs personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of financial information, files and records (e.g. purchase orders, invoices, shipment verification, accounts payable, accounts receivable, contracts, school lunch program, etc.) for the purpose of ensuring the availability of documentation and audit trail compliance with established policies, regulatory guidelines.
- Monitors account balances and related financial activity (e.g. general fund, lunch program, free and reduced lunch procedures, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, basic accounting procedures, data entry, answering telephone, greeting, sending out certified letters, etc.) for the purpose of supporting departmental operations and providing updated information.
- Prepares a variety of written materials and electronic financial information (e.g. standardized reports, memos, letters, voucher reports, procedures, tax listings for each vendor, 1099's, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a variety of financial information (e.g. free and reduced lunch applications, vendor files, local vouchers, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.

- Reconciles a variety of financial data (e.g. cash, general fund account balances, lunch program, bank statements, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures (word, excel, outlook, etc.).

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 12% walking, 13% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education (Minimum): Targeted, job related education with study in job-related area.

Education (Preferred):

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date