Accounts Payable Technician

Purpose Statement

The job of Accounts Payable Technician is done for the purpose/s of performing a wide variety of financial activities primarily related to the accurate processing of payment for approved invoices/contract payments; recording, updating and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

Essential Functions

- Processes a variety of fiscal information (e.g. vendor invoices, purchase orders, vendor statements, utility bills, etc.) for the purpose of updating information and/or verifying/initiating final action in compliance with accounting procedures and district policies.
- Reconciles contract and/or account balances for the purpose of maintaining accurate records, monitoring district assets and complying with fiscal policy and practice.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, vendor invoices, vendor statements, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for payment. • Assists external auditors for the purpose of providing required information.
- Assists other personnel for the purpose of supporting them in the completion of their work activities; received payroll warrants and makes a comparative check with the computerized payroll register; sorts all payroll warrants to the various sites and/or departments and prepares for distribution; acts as backup for the Employee Benefits Clerk.
- Informs various parties regarding a variety of procedural requirements (e.g. site personnel, vendors, independent contractors, etc.) for the purpose of explaining requirements for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (manual and computerized) (e.g. purchase orders, contracts, expense reports, tax related records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance. • Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within contract limits and/or fiscal practices are followed.
- Prepares a variety of reports and/or written materials (e.g. tax reports, independent contractor reports, procedures, transmittals, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Responds to inquires (verbal and written) from a variety of sources (e.g. District employees, contractors, vendors, auditors, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Job Requirements & Skills

Skills

Skills are required to multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including QSS financial software with emphasis in the Accounts Payable Module, pertinent software applications: including Excel and Access, preparing and maintaining accurate records and performing accounting procedures.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve

practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles and business telephone etiquette.

Ability
Ability is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently 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 diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities 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; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Work Environment
The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, knelling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience:
Job related experience is desired.

Certificates & Licenses:
None Specified

Education:
High School Diploma or equivalent

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Director of Fiscal Services

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training and attendance at workshops as appropriate.

Salary Grade
Range 26

Work Year
260 Days [CLAS1]