

**ACCOUNTS PAYABLE TECHNICIAN**

Grade 13

**Purpose Statement**

The job of Accounts Payable Technician is done for the purpose/s of providing highly specialized accounting skills in support of department activities with specific responsibility for the processing, recording, updating, validating, interpreting, analyzing, and reconciling fiscal information in compliance with established policies; providing instructions, recommendations, processing accounts payable and accounting support to other personnel; and analyzing expenditures against budget.

This job reports to Director of Business Services

**Essential Functions**

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Handles all processes relating to 1099's and use tax for the purpose of ensuring that all information is accurate and within District guidelines and regulatory requirements.
- Manages payment of purchase cards for the District for the purpose of ensuring accurate and timely payments, documenting activities and issues, meeting compliance requirements, and/or providing reference materials.
- Participates in meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Processes all accounts payable functions (e.g., invoices, change-of-orders, etc.) for the purpose of updating and distributing information, authorizing for action, and complying with established accounting practices.
- Provides support to other departmental personnel as assigned (e.g., information to vendors, history of payments, etc.) for the purpose of ensuring efficient processing activities in compliance within policy and established regulatory guidelines.
- Recommends procedures and actions on issues that relate to accounts payable (e.g., software needs, better training for District staff, etc.) for the purpose of ensuring the department functions smoothly and efficiently.
- Reconciles financial data (e.g., vendor accounts, purchase histories, etc.) for the purpose of 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 of public requests based on warrants and purchase orders for the purpose of providing information, assistance and/or direction regarding requests.
- Responds to inquiries from a wide variety of sources (e.g., District employees, vendors, auditors, etc.) for the purpose of facilitating communication, providing guidance among several parties, and providing information and referral for addressing inquiry.

### **Marginal 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 single, technical 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 district, state, and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

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-based competencies required to satisfactorily perform the functions of the job include: accounting principles and budget processing; projects; accounting compliance regulations; business telephone etiquette; office application software; record keeping and record retention practices; and bank reconciliations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized 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 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: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; working with state and federal grants; working with diverse groups and individuals; adapting to changing priorities; solving problems; and working as a member of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** Extensive background experience in accounts payable and preferred associate or bachelor degree in accounting.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

Drug Test Clearance

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*