

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 processing, recording, updating and reconciling fiscal information in compliance with established policies; ensuring items purchased by the District are paid following proper protocol; answering queries from vendors and employees regarding the accounts payable process; providing instructions, recommendations and accounts payable support to other personnel; and analyzing expenditures against budget.

This job reports to Business Manager

Essential Functions

- Approves daily purchase orders in the absence of Business Manager for the purpose of allowing purchasing process to be implemented on schedule, in accordance with District and State regulations.
- Assesses payment of all non-payroll checks (e.g. general fund, activity accounts, etc.) for the purpose of diminishing opportunity for unauthorized payment.
- Assists auditors (e.g. information pertaining to accounts payable, etc.) for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Communicates with vendors, central receiving and District software (e.g. items not received, items not invoiced, items over billed, items with significant price changes, etc.) for the purpose of determining the status of accounts payables and ensuring transfer of information to vendors and to District software system.
- Compiles financial information related to work assignments (e.g. annual 1099's, daily warehouse postings of inventory payables, etc.) for the purpose of providing required documentation and processing.
- Generates purchase orders for the purpose of acquiring products and services needed for the District and following District protocol.
- Issues necessary forms (e.g. W-9s for 1099 vendors, 1099 forms to IRS and vendors, etc.) for the purpose of complying with federal regulations and ensuring regulations are implemented when paying vendors.
- Maintains a wide variety of financial information, files and records (e.g. purchase orders for capital construction and school purchases, files to be disposed of, files to be moved, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, and cross training with Accounting Specialist for the purpose of conveying and gathering information, and ensuring acquisition necessary skills required to perform job functions.
- Performs other related Accounts Payable duties (e.g. charitable contributions, maintenance of signature cards, 1st aid/CPR lists for payment, etc.) for the purpose of ensuring completion of necessary Accounts Payable processes.
- Prepares written materials and electronic financial information (e.g. voucher ratification reports, procedures, transmittals, tax listings for vendors, deposits, paid invoices, end of year accruals, etc.) for the purpose of documenting activities, providing reference, in compliance with all regulatory requirements.

- Processes payment for products and services (e.g. matching products and services with Purchase Orders, batches entries, etc.) for the purpose of ensuring payment of items following District protocol.
- Researches discrepancies of financial information and documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adherence to established procedures.
- Responds to inquiries from a wide 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.
- Trains new personnel for the purpose of ensuring orientation, adherence to processes, and ability to provide accurate support.

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 single, technical tasks with a need to occasionally 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; solving problems; and preparing and maintaining accurate records.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; specific knowledge of District protocol and regulations; and specific knowledge of auditing processes.

ABILITY is required to schedule activities, meetings, and/or events; often 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of 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 moderate. 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; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of 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 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 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status
Non Exempt

Approval Date
6/25/2018

Salary Grade
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