

**Job Title:** Accounts Payable Technician  
**Department:** Business Department  
**Reports To:** Finance Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 09



## **SUMMARY**

The Accounts Payable Technician performs a variety of accounting tasks required to compute, classify, record, and verify numerical data in maintaining accounts payable records in order to ensure effective, efficient, and accurate financial operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Helps develop and implement Board policies, procedures, and guidelines as they relate to accounts payable and the department operations.

Investigates and resolves billing disputes to resolution.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Checks and obtains approval on all AP vouchers for payment.

Verifies and posts details of business transactions, such as funds disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Computes and records charges, credits, freight charges, rentals, and similar items.

Compiles and verifies charges from utility and telephone companies.

Prepares AP voucher, invoices, checks, account statements, reports, and other records and reviews for accuracy.

Codes data for input to financial data processing system according to district procedures.

Audits freight bills against freight manifests.

Answers all vendor inquiries.

Assists with training school staff as needed.

Processes all construction related invoices for payment and maintain all records relating to new construction property acquisition.

Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted.

Prepares accounts payable checks.

Prints all accounts payable reports and maintains all accounts payable files.

Prepares analysis of accounts, as required.

Ensures that 1099 and other tax reports are prepared and distributed in accordance with state and federal regulations.

Assists in monthly closings.

Requests journal entries to correct discrepancies posted through accounts payable.

Assists with accounts receivable and special projects, as necessary.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work independently and meet deadlines.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Must have strong computer skills, including experience using Microsoft Excel and 10-key.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; walk; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually quiet.

Prepared By: <b>Business Administrator</b>		Date: <b>03/16/2000</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>02/06/2003</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Business Administrator</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Finance Program Coordinator</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	