CLASS TITLE: ACCOUNTS PAYABLE TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Accounts Payable Supervisor, or higher level administrator, perform complex technical-clerical accounting duties involved in the preparation and maintenance of financial records and reports for accounts payable.

REPRESENTATIVE DUTIES:

Analyze, prioritize, and process incoming invoices which includes verifying vendor and purchase order information, matching packing slips and delivery confirmation, maintaining processed invoices, matching checks with invoices and auditing and maintaining required reports. \( \text{E} \)

Process District check requests which includes prioritizing incoming check requests, verifying account and vendor information, and maintaining required reports. \( \text{E} \)

Analyze travel advances and trip vouchers for completeness and accuracy in compliance with District policies; audit and verify relevant information and maintain accurate records. \( \text{E} \)

Research and resolve accounting issues associated with accounts payable transactions such as appropriate sales tax charges, purchase order or invoice discrepancies, vendor reconciliations and audits of documentation to adequately support payment. \( \text{E} \)

Coordinate with vendors to improve or streamline operations. \( \text{E} \)

Prepare, verify, and audit various expense claims in order to process for payment. \( \text{E} \)

Prepare accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies. \( \text{E} \)

Prepare and maintain a variety of financial logs, reports, and records. \( \text{E} \)

Perform related duties as assigned.

\( \text{E} \) = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting methods and procedures used in accounts payable
Principles and practices of business communication
Methods and techniques of effective customer service
Auditing and internal control principles, practices, and procedures used in accounts payable
Generally Accepted Accounting Principles (GAAP)

Revised March 2013
Established January 1998
ACCOUNTS PAYABLE TECHNICIAN (continued)

Federal, state, and local laws, regulations, and policies governing accounts payable
Methods and techniques of financial and statistical recordkeeping and reporting
Modern office procedures, methods, and equipment, including computers and associated software
Principles of business writing and report preparation

ABILITY TO:
Provide technical expertise and guidance to District staff concerning accounts payable
Learn, read, interpret, and apply accounting principles and laws, codes, and regulations related to assigned areas of responsibility
Exhibit detail orientation in the performance of duties
Perform a variety of arithmetic calculations
Prepare and maintain complex financial records and reports
Apply financial record-keeping principles
Maintain accurate and complete records
Enter data at a speed necessary for successful job performance
Establish and maintain cooperative and effective working relationships with others
Work confidentially with discretion
Understand and follow oral and written directions
Plan and organize work to meet schedules and timelines
Communicate clearly and concisely, both orally and in writing
Analyze situations and adopt effective courses of action
Operate computerized accounting system software, integrated data management systems, and other office productivity software including spreadsheet and word processing applications
Work independently with little direction

EDUCATION AND EXPERIENCE:

Education: An associate degree with a minimum of 12 units of accounting coursework.

Experience: Two years of accounts payable experience involving the preparation and maintenance of financial and accounting records. Additional qualifying experience may substitute for the required education on a year-for-year basis.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Constant interruptions

PHYSICAL ABILITIES:
Sitting and operating a keyboard to enter data into a computer for extended periods of time
Dexterity of hands and fingers to operate a computer and standard office equipment
Reaching to retrieve and file records
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and audit financial records

HAZARDS:
Extended viewing of computer monitor