CLASS TITLE: LEAD ACCOUNTS PAYABLE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, process accounts payable invoices for disbursement, perform a variety of technical accounting duties involved in the preparation and maintenance of financial records, account reconciliations and reports for accounts payable. Assure compliance with established Board policies and governmental regulations.

DISTINGUISHING CHARACTERISTICS:

Accounting Technician I/Accounts Payable incumbents process and account for a variety of transactions and maintain records for assigned accounts at the District level. The Lead Accounts Payable Technician is assigned more technical accounting work, involving consolidations or complex entries to the District system, reconciliation of general ledger accounts, and greater application of principles and concepts of accounting and provides oversight of the accounts payable department.

REPRESENTATIVE DUTIES:

Direct the performance of disbursement functions.  

Coordinate distribution of department’s daily work flow and re-distribution of specific assignments by location and specialization.  

Review accounts payable backlog and problem invoices.  

Train accounts payable staff on District policies, governmental regulations and use of automated finance system.  

Assist in the evaluation process of the accounts payable staff.  

Assist with coordination of year-end closing.  

Coordinate processing of 1099 Miscellaneous Income forms per Federal and State regulations.  

Act in the absence of the accounts payable supervisor.  

Analyze, prioritize and process incoming invoices, 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.  

Process District check requests; prioritize incoming check requests, verify account and vendor information; maintain required reports.  

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

Research and resolve accounting issues that surround Accounts Payable transactions such as tax problems, purchase order or invoice discrepancies, vendor reconciliations and audits of documentation to adequately support payment. E

Coordinate with vendors to improve or streamline operations. E

Prepare and verify various fund claims; audit expense claims and process for payment. E

Prepare accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies. E

Prepare and maintain a variety of financial logs, reports and records. E

Perform various clerical duties and analytical functions as needed. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting methods and procedures used in accounts payable
- Practices of financial and statistical record-keeping including systems which are maintained on data processing equipment
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Oral and written communications skills
- Technical aspects of field of specialty

ABILITY TO:

- Coordinate office workflow
- Learn, interpret and explain the District's accounting policies and procedures regarding accounts payable
- Perform a variety of arithmetic calculations
- Prepare and maintain complex financial records and reports
- Apply financial record-keeping principles
- Maintain a variety of files
- Type at an acceptable rate of speed
- Work cooperatively with others
- Understand and follow oral and written directions
- Meet schedules and time lines
- Provide work direction to others
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Operate standard office machines including calculator, typewriter and CRT terminal
LEAD ACCOUNTS PAYABLE TECHNICIAN (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting and three years experience in the preparation and maintenance of financial records, account reconciliations, and reports for accounts payable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting for extended periods of time and operating a keyboard to enter data into a computer terminal
Dexterity of hands and fingers to operate a computer terminal, typewriter and standard office equipment
Reaching overhead, above the shoulders and horizontally and bending at the waist to maintain files
Hearing and speaking to exchange information on the telephone or in person
Seeing to assure entries are recorded accurately

HAZARDS:

Extended viewing of computer monitor