

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Accounts Payable Technician	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Finance	January 2008

JOB SUMMARY

Processes district and special activities accounts payable and provides bookkeeping support to the District Accountant.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Processes all district payments of invoices and maintains vendor files. <ul style="list-style-type: none"> • Implements payment of district invoices on scheduled dates. Process all invoice/check requests for payment. Maintains accurate vendor files. Reports problems to the attention of the District Accountant. • Communicates with vendors concerning invoice and statements. Follows up on overdue payments and other problems concerning vendors. Ensures vendors have correct billing information, tax-exempt status and certificates. Maintains W-9 forms and information to ensure 1099's are sent to vendors. 	60%
2.	Maintains special activity accounts including receipts, disbursements, bank reconciliations and reporting. <ul style="list-style-type: none"> • Pays special activity invoices. Enters receipts into individual accounts. Process and disburse checks. Reconcile monthly bank statement. Process monthly status reports to advisors and principals 	10%
3.	Prepares bank deposits for finance office	1%
4.	Distributes business office mail <ul style="list-style-type: none"> • Open and process accounts payable mail 	4%

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Accounts Payable Technician

CONTRACT REFERENCE

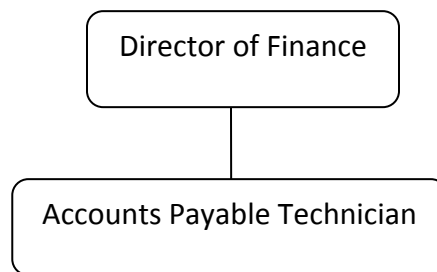
Clerical, Library, Health, and Computer Assistants

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5.	Prepares accounts payable schedules for annual audit. • As directed, assist auditors during the annual district and special activity audit.	2%	
6.	Provide backup to Payroll Technician when needed. Works with Payroll Technician to facilitate payroll processing and balancing.	10%	
7.	Records and compiles postal registers for bulk permit and business reply permits.	2%	
8.	Provides clerical assistance as needed for special or large-scale projects.	1%	
9.	Perform other duties as assigned		

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School education or equivalent with some applicable post-high school training in office business or bookkeeping plus limited to moderate experience (1-3 years) in any of the major areas of responsibility.
2. Demonstrated ability in the use of computerized spreadsheets, word processing, and data base management.
3. Experience in school district finance, UFARS, and TIES financial accounting desired but not required.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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Clerical, Library, Health, and Computer Assistants

PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.