# Position Description

_____

**TITLE:** **Accounts Payable Technician**          **FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Business Office          **GRADE:** 13
_____

**SUMMARY:** Under basic supervision, processes payment of invoices to vendors and agencies district-wide and maintains up-to-date files for all payment related materials.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

_Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:_

● Processes invoices for payment. Maintains invoice and payment records. Verifies goods/services were received prior to issuing payments to vendors.
● Enters invoices into financial software and ensures timely processing and payment. Communicates with vendors as needed.
● Assists in preparing vouchers for submission to the County.
● Tracks credits from vendors and seeks reimbursements. Confirms credits are properly accounted for.
● Maintains proper audit trail and checks balances. Assists in the preparation of financial information for auditors.
● Provides information on purchase orders, invoices, account balances, vouchers, and warrants to school departments.
● Perform other related tasks as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

● High school diploma or equivalent; **AND** one (1) year of clerical and/or accounting experience; **OR** an equivalent combination of education, training, and experience.

**Required Knowledge of:**
● Principles and methods of time management.
● Accounts funding codes.
● Generally Accepted Accounting Principles (GAAP).
● Telephone etiquette
● Practices and methods involved in providing quality customer service.
● District, School Board, and Department policies and procedures.

**Required Skills in:**
● Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
● Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
● Creating and maintaining financial records and documents.

**Physical Demands/Work Environment:**
● Work is performed in a standard office environment.

_Reclassified 7/9/2019_

_____