

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Fiscal Control	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	038 OTBS
ISSUED:	September 28, 2001		

BASIC FUNCTION:

Independently process for payment an assigned group of liabilities, including employee reimbursements, purchase orders, contractual obligations and bids, claims from school sites for student body activities, and revolving cash fund transactions, legal settlements, field trips, and other items approved by the Board of Education via resolutions.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Examine purchase orders and invoices and supporting records for accuracy and for compliance with related contract, Education Code, federal and state and other regulations, and district policies and procedures; disburse funds accordingly. **E**

Analyze bids for compliance with contract language related to pricing, cash discount terms, eligible items, and freight terms and audit against purchase orders and invoices for accuracy. **E**

Encumber funds and reconcile ledgers with financial database; research and resolve discrepancies. **E**

Prepare fiscal and statistical data and governmental claims and reports; prepare financial schedules; prepare and analyze expense projections. **E**

Review and process credit card payments to financial institution. **E**

Reconcile vendor statements or claims; research and resolve discrepancies. **E**

Maintain auditable records of all financial transactions. **E**

Input payments into microcomputer system in accordance with vendor terms; reconcile documents to computer-generated reports and resolve discrepancies. **E**

Provide documents to effect budget transfers. **E**

Train and direct the work of clerical assistants. **E**

Explain rules, regulations, policies, and procedures related to accounts payable functions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent, paid, progressively responsible experience in the accounting field, including at least one year in accounts payable or purchasing.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate for 25 words per minute, net corrected speed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current accounting principles and procedures.
Reading and writing English communication skills.

ABILITY TO:

Operate a ten-key calculator by touch.
Apply accounting principles and procedures.
Organize financial data.
Interpret contract language.
Perform computational tasks with accuracy and speed.
Learn, interpret, apply, and explain state and federal regulations and district policies and procedures.
Organize work routines, set priorities, and meet deadlines.
Work effectively with computer software and hardware, including accounting, spreadsheet, and wordprocessing applications.
Establish and maintain effective working relationships with all levels of staff and the public.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.17.04—PeopleSoft

Job Code 6827

PH