

Liberty Union High School District
Accounts Payable Technician

DEFINITION

Under the general supervision of the Business Manager, the Accounts Payable Technician is responsible for monitoring the payment of vendor invoices for all equipment and supply purchases by district departments and school sites including processing claims for reimbursement.

DISTINGUISHING CHARACTERISTICS

Positions in this class generally require a high level of organization skills, ability to communicate orally and via other media with company representatives and school personnel, arithmetic proficiency and the ability to research and resolve billing disputes.

EXAMPLES OF DUTIES

Solely focused on the accounts payable aspect of the district's business operation, the employee(s) in this position receives and processes all vendor invoices for purchasing made throughout the District including identifying the legitimacy of the vendor and the accuracy of its invoice, verifying with the district's supply personnel the receipt of the goods identified in the amounts indicated, reviewing the invoices to ensure that taxes and handling have been calculated correctly; contacting vendors to resolve billing disagreements and disputes; monitoring expenditures in the listed SACS Code accounts so that preset spending limits are not exceeded; coordinating with site and district department staff who have generated purchases to verify the orders; receiving employee reimbursement claims and working with County Office accounting personnel to see that they are processed appropriately and in a timely fashion; issuing 1099's for district vendors each year; liaisons with County office; maintaining auditable records and files in a variety of categories, and other, related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic accounting principles and practices;
- Bookkeeping methodology and terminology;
- Operation of a computer and software used in business department;
- English usage, including spelling, grammar and punctuation;
- Telephone techniques and etiquette;
- English, both oral and written;
- Basic layout and elements of a vendor invoice;
- The district's purchasing, supply handling and supply distribution practices;
- The County's standards for approving and processing reimbursement claims;
- Modern central administrative office practices.

Ability to:

- Audit invoices from outside vendors to identify amounts, sales tax and handling fees;
- Maintain accurate and current vendor records and provide necessary auditable files;
- Contact vendors regarding problems on invoices or shipments;
- Review vendor statements and reconcile outstanding payables;
- Confer with outside vendors and district supply personnel to research disagreements;
- Deal with disputes or misunderstandings in a professional and tactful manner;
- Prepare accurate financial statements and records for potential later audits;
- Perform complex arithmetical calculations, including calculation of sales tax, discounts and handling fees, accurately and speedily;
- Function independently with little direct supervision;
- Maintain consistent, regular and punctual attendance;
- Establish a cooperative relationship with those contacted in the course of the work week;
- Meet scheduled timelines and work under stress.

PHYSICAL DEMANDS (ADA Requirements)

- Ability to hear and speak - to exchange information over the telephone;
- Ability to move hands and fingers - to operate a computer keyboard and calculator in a proficient manner;
- Ability to see - to read, post and assure accuracy of paperwork and records;
- Ability to sit for extended periods of time in an office environment;
- Physical and mental endurance to deal with extensive paperwork processing;

WORK SETTING

Multiple-work station office environment.

EXPERIENCE

Any combination of increasingly responsible experience with a public or private employer in a fiscal record keeping and/or supply tracking assignment equivalent to at least 3 years. A high level of educational preparation may allow the superintendent to reduce the years of experience required.

EDUCATION

Graduation from high school and any combination of technical school, military, corporate or college training equivalent to one year of accounting/bookkeeping study.