

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounts Payable Specialist	REPORTS TO:	Manager, Accounts Payable
DEPARTMENT:	Accounts Payable	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
EFFECTIVE:	July 1, 2010		

BASIC FUNCTION:

Provide technical and administrative assistance in the operation, processing, maintenance and training related to the accounts payable functions of the district.

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

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. **E**

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**

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**

Prepare testing scenarios for ERP payables and employee expense modules and conduct testing for software updates and upgrades; document and report anomalies to information technology department. **E**

Troubleshoot ERP payables and employee expense modules and report to information technology department. Document problems and issues; and collaborate with information technology staff for solutions. **E**

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

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

Provide input for training materials and reference documents for presentation at software classes and meetings to inform and educate employees about administration of purchase and payment of goods and services; present at training sessions and meetings as assigned. **E**

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

Train and direct the work of clerical assistants. **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 two years in accounts payable or purchasing.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate for 35 words per minute, net corrected speed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current accounting principles and procedures.
Integrative technology related to financial processing and reporting systems.
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.
Operate a computer and assigned software.
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 word processing 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.

Job Code 6824

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