ACCOUNTING TECHNICIAN/ACCOUNTS PAYABLE

Purpose Statement:

The job of Accounting Technician/Accounts Payable is done for the purpose/s of performing a wide variety of financial activities under the supervision of the Director of Finance, primarily related to the accurate processing of payment for approved invoices/contract payments; recording, updated and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

Essential Functions

- Assists external auditors for the purpose of providing required information and coordinating necessary project activities.
- Informs various parties regarding a variety of procedural requirements (e.g. site personnel, vendors, etc.) for the purpose of explaining requirements for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (manual and computerized) (e.g. purchase orders, contracts, expense reports, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within contract limits and/or fiscal practices are followed.
- Prepares a variety of written materials (e.g. reports, procedures, transmittals, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of fiscal information (e.g. purchase orders, requisitions, expense vouchers, etc.) for the purpose of updating information and/or verifying/initiating final action in compliance with accounting procedures and district policies.
- Reconciles contract and/or account balances for the purpose of maintaining accurate records, monitoring district assets and complying with fiscal policy and practice.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for payment.
- Responds to inquiries (verbal and written) from a variety of sources (e.g. District employees, vendors, auditors, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	4/24/2002	Clsfd 26