

MODESTO CITY SCHOOLS

JOB DESCRIPTION

FINANCIAL TECHNICIAN-ACCOUNTS PAYABLE

DEFINITION:

Under the direction of the Supervisor-Accounting, perform a variety of technical accounting duties in support of accounts payable functions; process, evaluate and assure accuracy of invoices; prepare and maintain related manual and automated records and reports; review, evaluate and adjust related accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical accounting duties in support of accounts payable functions; assure proper processing of related forms and records according to established standards, requirements and procedures; assure accurate and timely payment of organizational financial obligations.
- Process, code and verify invoices; check invoices and match with purchase orders and receivers; contact staff and vendors to verify invoices; issue and distribute appropriate payments to purchase orders; assure proper signatures and authorization of invoices.
- Input invoice and other financial data into an assigned computer system; maintain automated financial and statistical records and files; generate and distribute computerized reports, payments and financial statements; assure accuracy of input and output data.
- Maintain, audit and reconcile assigned accounts; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts.
- Research, compile, prepare and revise accounting data regarding assigned accounts; prepare and maintain a variety of auditable financial records, reports and files related to accounts, expenditures, statements, invoices and assigned activities.
- Process and evaluate various forms and applications as assigned including travel requests; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; initiate account transfers as needed.
- Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and two years clerical accounting experience including some work with accounts payable functions.

DESIRED QUALIFICATIONS:

- Knowledge of school operation, policies, regulations and procedures.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.

- Ability to analyze situations and take an effective course of action.

Knowledge of:

- Practices, procedures and techniques involved in the processing of accounts payable.
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Policies and objectives of assigned programs and activities.
- Use and processing of purchase orders, invoices and related documents.
- General accounting and business functions of an educational organization.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Arithmetic computations.

Ability to:

- Process, evaluate and assure accuracy of invoices.
- Assure accurate and timely payment of organizational financial obligations.
- Utilize an assigned computer system to input data, maintain automated records and generate computerized reports.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports.
- Assure accurate processing, coding and verification of invoices.
- Identify, investigate and resolve financial errors and discrepancies.
- Assemble, organize and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Reconcile and balance assigned accounts.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office Environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/28/07

Unit Approved: 6/12/07

Board Approved: 7/16/07

FLSA Status: Non Exempt

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