

## **Accounts Payable/Receivable Specialist**

### **Purpose Statement**

The job of Accounts Payable/Receivable Specialist is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; coordinating assigned projects and site activities; providing support and performing activities related to the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling related financial information.

This job reports to Executive Director of Support Services

### **Essential Functions**

- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Compiles data from a wide variety of sources (e.g. all records needed for auditors; expenditures/budget, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. travel and accommodations, etc.) for the purpose of completing project procedures and/or delivering services in a timely fashion.
- Maintains financial information, files and records (e.g. purchase orders, invoices, accounts payable warrants, shipment verification, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, vendor files, etc.) for the purpose of providing up-to-date information and/or historical reference, in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Prepares written materials and electronic financial information (e.g. voucher ratification reports, procedures, transmittals, tax listing for each vendor, bank deposits, Food Services verifications; letters; monthly vendor files; NSF data; travel documents, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. NSF checks, fuel bills, C.C. charges, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel (e.g. Accounting Supervisor, administrative staff, etc.) for the purpose of providing assistance with accounting functions and responsibilities.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **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 skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; analyzing data; classifying data and/or information; collecting money; customer service; performing standard bookkeeping; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; office methods and practices; keyboarding; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized 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 job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, working with frequent interruptions; accuracy and attention to detail; dealing with frequent interruptions; organizing tasks; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing**

Alcohol and Drug Test

### **Continuing Educ. / Training**

Continuing Education Requirements

### **Certificates and Licenses**

Driver's License & Evidence of Insurability□

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

N Accts Payable/Receivable