



NEW:  
01/09/2018

JOB TITLE:	ACCOUNTS PAYABLE FINANCE TECHNICIAN
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8058
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Assists with the implementation of new programs, system reports, and system upgrades. Maintains a high degree of accuracy in accounts payable related matters. Assumes responsibility of liaison between the department, MIS, and MUNIS. Works with a minimum amount of supervision and confers with coordinator when appropriate

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs research into payments, vendors, and archived files
- Coordinates MUNIS testing, system upgrades
- Compares invoices to Purchase Orders and payment documents to identify and research discrepancies
- Enters journal transactions
- Assists in developing, updating, and revising all forms, instructions, manuals and procedures for AP functions
- Compiles info as requested by district cost centers and/or open record requests
- Assists with IRS research, TIN matching, W-9s, and maintaining vendor files
- Develops reports, queries, and extract files
- Develops and coordinates order/receiving clerk training, in conjunction with Purchasing, to assist the school finance staff
- Assumes the responsibility of Purchase Order Maintenance, corresponding with various JCPS cost centers
- Assists in all phases of 1099 processing
- Assists in all phases of vendor check: writing, voiding and distribution
- Assists with month-end, fiscal and calendar year-end closing to meet required deadlines
- Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years experience in accounts payable
- Bookkeeping, accounting, or accounts payable experience
- Demonstrated ability to maintain accurate records and meet established deadlines
- Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of business experience in related field
Experience working with various role groups