



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN ACCOUNTS PAYABLE FINANCE
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, IT, 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 information 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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of 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
Experience in a diverse workplace