



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Accounts Payable Technician

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs a wide variety of routine to moderately difficult and responsible processing, reconciling and maintaining financial and accounting documents; processes accounts payables and maintains accurate and systematic financial records for the District; confers with District, school and county office personnel to develop and implement a sound accounting operation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Accounts Payable Technician performs journey-level, paraprofessional functions in the preparation and maintenance of the Districts' financial and statistical records and reports. Incumbents perform duties requiring specific knowledge of accounts payable and related accounting processes and procedures, and resolves problems related to these functions in strict adherence to District policies and procedures and sound financial management practices.

This position is directly responsible to the Director of Fiscal Services or his/her designee. Accounts Payable Technician is distinguished from Accounts Receivable Technician in that an incumbent in the latter class focuses on performing specialized work in accounts receivable. It is further distinguished from Accounting Technician in that the latter position assists with budget monitoring and projections.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed.
2. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
3. Reviews for accuracy all vendor invoices and processes vendor payments, B warrants, accounts payable check requests for professional and other services and expense reimbursements in accordance with District policies and procedures; verifies required approvals and use of correct account numbers; advises schools and departments of errors in codes or payment methods.
4. Processes routine and special check runs; validates accuracy of payments and prepares checks for mailing; processes all returned, voided, stop payment and re-issued checks utilizing standardized processes and procedures.
5. Creates and maintains vendors in database; answers questions from potential vendors, contractors and staff regarding purchasing/contracting policies and procedures; validates that all legally required forms are completed and entered into the system; ensures all vendor insurance is current and meets risk management requirements.
6. Analyzes and prepares utility bills for payment; logs bills into financial tracking system; verifies account numbers and amounts for all bills; processes invoices for payment.
7. Balances and/or reconciles assigned general ledger accounts and other accounting transactions; locates and corrects errors in order to balance; resolves issues regarding payments; reconciles and reviews bank reconciliations for accuracy.
8. Researches transaction history to verify entries into the accounting system and audits samples of records for validity and accuracy; may assist in reconciling fringe benefits and payroll error reports.
9. Prepares Board resolutions and reports; maintains required files and records; attends meetings; participates in District training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. District ordinances, codes, policies, procedures and practices for processing and recording accounts payable and related financial transactions.
2. Operations of the District's various financial systems.
3. Customer service practices and telephone etiquette.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Basic bookkeeping and elementary accounting practices and procedures.
6. Records management, recordkeeping, filing and basic purchasing practices and procedures.
7. District personnel policies and labor contract provisions; practices and requirements of the District payroll system.
8. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Make calculations and tabulations and review fiscal documents accurately and rapidly.
2. Prepare clear and accurate financial and statistical records and reports.
3. Input data accurately at a speed necessary to meet the requirements of the position.
4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
5. Make decisions in accordance with District policies and procedures applicable to areas of assigned responsibility.
6. Maintain highly confidential information.
7. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from an associate's degree program in accounting or bookkeeping and at least two years of progressively responsible experience in financial or statistical recordkeeping duties; or an equivalent combination of training and experience. Additional experience of the specified type may be substituted for the required education. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing