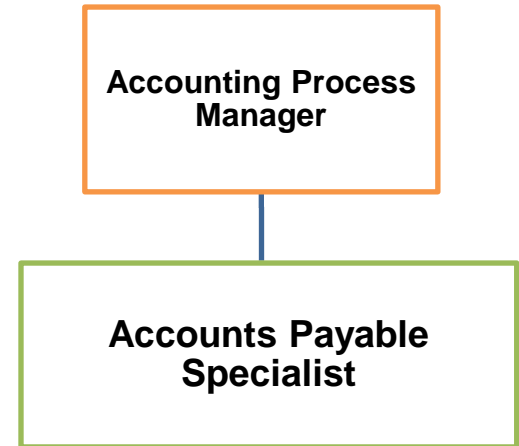


ACCOUNTS PAYABLE SPECIALIST

Job Title:	Accounts Payable Specialist
Initial:	June 13, 2019
Revised:	February 13, 2020
Work Year:	Full Year
Office:	Business
Department:	Finance
Reports To:	Accounting Process Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 15

Related Organization Chart



POSITION SUMMARY: The Accounts Payable Specialist establishes and maintains sound accounting processes for various subsets of the district's fiscal environment. The Accounts Payable Specialist works closely with all schools and departments in the district by processing invoices for payment. This position also handles all vendor correspondence via phone or email; keeping customer service a top priority, while receiving and reconciling a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons..

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Receives and scans invoices by matching purchase orders (POs) within the accounting system in an accurate and timely manner.
- Processes and verifies payments on a weekly basis, mail checks to vendors and files invoices.
- Records, on a monthly basis, all bank interest and fees.
- Prepares supporting documentation and information for the annual financial audit.
- Seeks out ways to improve financial processes with a desire to improve quality, speed and efficiency.
- Serves as a backup for other accounting team members.
- Serves as a resource for various accounting issues, including training, demonstrating and answering questions.
- Applies position knowledge to efficiently assist others with accounting issues and follows/complies with state and federal guidelines as well as Board policies.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Collaborates with the Accounting Process Manager, other Business Office staff, as well as school and department officials to troubleshoot and confer with regarding accounts payable matters.
 - Performs projects on an ad hoc basis.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree or equivalent in Accounting or Finance.

Experience:

- 3-5 years of experience in accounting to include time with government and/or fund accounting.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Proficient math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong organizational skills.
- Open to change and willing to learn new skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to defuse and manage volatile and stressful situations.
- Ability to follow up on pending issues.
- Ability to meet deadlines.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google Suite, and Power Point.
- 10 key by touch.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.