



## **Admin Sec 6 / Accounts Payable**

### **Purpose Statement**

The job of Admin Sec 6 / Accounts Payable is done for the purpose/s of providing support for District Business Department functions with specific responsibility for performing activities related to the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Business Administrator

### **Essential Functions**

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Compiles accounts payable reports for the purpose of providing required documentation and/or processing information.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files and records (e.g. back-up documents for 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.
- Prepares and distributes weekly accounts payable check distribution for the purpose of ensuring the timely payment of accounts.
- Prepares and processes financial account information (e.g. EFT direct deposits, etc.) for the purpose of updating and distributing information, verifying authorization for action and/or complying with established accounting practices.
- Prepares written materials and electronic financial information (e.g. procedures, transmittals, tax listing for each vendor, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Reconciles purchase orders for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial transactions and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial transactions for the purpose of providing information, direction and/or referral for addressing inquiry.

### **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 single, 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 pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

Pre-employment Proficiency Test

### **Certificates and Licenses**

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

Occasionally as needed to perform changing essential functions of position

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Lane 6