

Vail School District Job Description

Job Title: Accounts Payable Specialist

Department: Business Support Services

Reports To: Senior Accountant

FLSA Status: Non-exempt

Classification: Level 10

Revised: 11/18/14

SUMMARY: Processes and maintains accounts payable and/or accounts receivable information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Performs a variety of financial activities related to the accurate processing of payment for approved invoices/travel requests/contract payments; recording, updating and reconciling fiscal information.

Verifies invoices from suppliers with bids and purchase orders and approves bill for payment.

Analyzes purchase order receipt discrepancies including material overage/shortage, damaged material, and incorrect pricing. Determines appropriate action to be taken.

Coordinates with vendors to answer questions and research problems as necessary regarding the payment of invoices; assists the Purchasing Department regarding return of merchandise and secures corresponding credits; researches issues such as discrepancies on invoices, secures substantiating documentation, and composes and prepares responses.

Maintains files of pending payables and completed documentation; follows up on all items to ensure compliance with district policies and regulations and auditor standards and requirements; monitors blanket P.O. levels and notifies departments when increase requests are needed.

Reconciles vendor statements on a monthly basis; conducts research of district and/or vendor records as needed to correct errors; obtains missing invoices. Researches and reviews district accounts for duplicate payments.

Reviews the Aged Open Invoice report on a monthly basis for aged invoices that need to be paid.

Reviews the Open Purchase Order Report for the validity of the purchase orders and recommends the closing and finalization of purchase orders; and closes completed purchase orders.

Monitors outstanding purchase orders for the purpose of verifying that goods have or will be received.

Reviews receiving reports (e.g. checks invoices for authorization of payment, verifies coding. Contacts appropriate site/department regarding invoice discrepancies for authorization to process. Verifies vendor calculation and taxes and total for merchandise and/or services.) for the purpose of matching it with purchase order and vendor invoice.

Coordinates dissemination of biweekly expense checks (e.g. sorting and distributing) for the purpose of ensuring the timely and accurate compensation of vendors and staff reimbursements.

Resolves billing and statement discrepancies with vendors, schools, parents, and/or other outside organizations.

Responds to inquiries (verbal and written) from a variety of sources (e.g. District employees, vendors, auditors, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform duties.

Reviews out-of-state vendor files (e.g. annually) for the purpose of ensuring certificate of authority for collection of taxes issued by the Arizona Department of Revenue is on file, and requesting copy as needed.

Serves on committees, projects as requested.

Attends trainings as requested for professional development. Provides in-service trainings or workshops for district staff, as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree, (GED). Two (2) years accounts payable/receivable experience, preferably in the public sector. Knowledge of principles and practices of accounting preferred. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience may be acceptable at the discretion of the Director of Finance.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Proficient computer and typing skills are required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.