

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

ACCOUNTS PAYABLE TECHNICIAN

Class Code: 2016

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 49 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision performs specialized financial duties to organize, process, and maintain accounting records and payment accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes, processes, and maintains purchase order payment documentation and vendor remittance data.
2. Prepares documents for payment by verifying and calculating statistical information.
3. Gathers backup information and documentation and processes invoices for travel payments/reimbursements, purchase orders, direct payment, utilities, cellular phones, and construction contracts.
4. Responsible for processing payment of invoices within time frame allotted by district policy and ensuring that available discounts are obtained.
5. Communicates and works directly with buyers and administrators to ensure funds are transferred to appropriate purchase orders for invoice payment.
6. Analyzes monthly vendor statements and maintains frequent contact with vendors to ensure accounts are current.
7. Analyzes reports for accuracy in account/invoice/payment information.
8. Analyzes and resolves discrepancies that occur with vendor accounts.
9. Executes stop payment of checks and/or initiates retrieval of funds paid in error.
10. Verifies vendor data contained in daily weekly, monthly, and year-end reports for accuracy and detail.
11. Suggests and initiates modifications to improve workflow and/or procedures.
12. Assists in determining procedures for handling unique problems.
13. Works directly with all levels of school district personnel in requesting proper documentation for processing payments.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves accounting tasks requiring substantial judgment and analytical ability to ensure that financial information is valid and internal control is maintained according to generally accepted accounting principles and, that vendor relationships remain sound.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of school district operations in relation to division/department operations.
2. Knowledge of business machine, office equipment, and record keeping/accounting.
3. Knowledge of district purchase orders and related contract terms.
4. Ability to promote public relations and deal tactfully and diplomatically with people.
5. Ability to use a 10-key adding machine/calculator by touch.
6. Ability to learn basic computer software applications and mainframe computer data entry procedures.
7. Ability to perform basic mathematical computations and statistical analysis.

01/08/91

Revised: (04/22/98; 07/02/01; 07/15/05;)6/11/07; 06/22/07; 10/21/08)

8. Ability to work under time constraints and deadlines, and shift suddenly to new tasks, when priorities change.
9. Ability to plan, organize, set priorities, and work independently.
10. Ability to keep information confidential and maintain an ethical attitude.
11. Ability to concentrate on detailed data and maintain accuracy for extended periods of time.
12. Ability to communicate clearly orally and in writing.
13. Ability to promote public relations and deal tactfully and diplomatically with people.
14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
15. Ability to work flexible hours or shifts.
16. Ability to cooperate with district staff, vendors, and the public.
17. Ability to recognize hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Two (2) years accounts payable experience.
3. Verified keyboarding/typing score of 40 words per minute net.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. College transcript (s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business & Finance Division.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs. occasionally, or negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials and a VDT screens or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.