



## Job Description

**JOB TITLE:** Accounts Payable Technician

**PAY GRADE:** CL 17

**LAST REVISED:** June 2013

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under direction of the Manager, Finance, processes District, Foundation and ASSC accounts payable transactions including payment of invoices to outside vendors and payment of expense reimbursements; maintains comprehensive and accurate financial records; and performs related work as assigned.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepares and processes payments of invoices for purchases made by the District, Foundation and the ASSC. Verifies three-way match, (invoice, purchase order and merchandise received/services rendered) has occurred prior to payment of invoice.
2. Coordinates with appropriate Purchasing Office staff members regarding merchandise returns, change orders, partial payment authorization requests and cancellation of purchase orders; assists with issues related to damaged goods, returns, and incorrect invoicing.
3. Notifies appropriate District staff of non-sufficient budget funds and requests budget transfers and follows up to ensure timely payments of invoices.
4. Processes weekly check run using the campus ERP system (currently Banner Finance module) and the Intelcheck interface for printing of checks. Prints check register and payments by vendor reports, transmits reports to the Placer County Treasury.
5. Maintains utilities schedules and monitors to ensure all monthly invoices are paid timely and coded to correct account coding.
6. Prepares journal entries for reclassification of expense.
7. Reviews employee expense reimbursements for proper standard mileage usage, applies current IRS standard mileage rate, receipts, proof of payment and account coding.
8. Prepare prepaid expense journal entry for all service invoices/contracts that occur in multiple fiscal years.
9. Reviews monthly outstanding checks list provided by Placer County Treasury. Contacts vendor and requests that checks be deposited. Research lost checks, processes affidavits from vendors and reissues checks.
10. Verifies credit memos are received for merchandise returned or invoicing errors. Verifies refunds received if appropriate and correct account coding.
11. Reviews vendor statements to ensure all invoices listed are paid. If not, requests invoice from vendor and processes for payment. If paid, contacts vendor to resolve discrepancy and reconcile.



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12. Prepares annual 1099MISC reporting to vendors as required by IRS regulations for the District, Foundation and ASSC. Transmits the electronic 1099MISC and 1096 file to the IRS.
13. Maintains files of paid invoices and warrant registers.
14. Requests updates to vendor profile as necessary with Purchasing Coordinator.
15. Communicates with vendors and responds to inquiries.
16. Assists and provides information and documentation to auditors; prepares support schedules.
17. Prepares monthly Employment Development Department report of independent contractors paid by the District, Foundation and ASSC.
18. Monitors and pays, monthly service vendors and maintenance agreements; maintains tickler files for monthly payments, rents and leases.
19. Verifies that the correct sales tax rate is charged on all invoices. If out of state vendor and no California sales tax is charged, accrues sales tax on the invoice.
20. Tracks receipt of monthly District Cal Cards; follows up on statements not received by due date; enters all charges into spreadsheet and prepares monthly journal entry; notifies cardholders to process budget transfers as necessary to post/complete monthly Cal Card journal entry. Reviews statements for proper receipts, business purpose and approvals.21. Prepare and reconcile monthly warrant report and submits for inclusion in Board of Trustees meeting agenda.
21. Participates in a variety of year end closing procedures; assists with accruing expenses and adjusting accounts payable balance.
22. Assists with closing POs throughout the year.
23. Send monthly open purchase order report by requisitioner for their review and closure.
24. Provides general assistance, information and answers questions regarding accounts payable procedures to District staff.
25. Maintains current knowledge of current state and federal laws and regulations pertaining to area of responsibility.
26. Participates in testing ERP System, (currently Banner and Intellicheck), a accounts payable module, as needed for periodic upgrades and patches.
27. Operates office equipment including computer equipment, calculator, copier/scanner and facsimile machine, check folder and check printer; utilizes various computer applications and software packages.
28. May train and provide work direction to assigned student workers and temporary help as assigned.
29. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Basic accounting principles.

Accounts payable processes.

Methods and techniques of financial record keeping.

Principles and practices of financial report preparation Automated accounting systems and relational databases.

Sufficient business math skills to perform algebraic and statistical computations.



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Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, grammar, and punctuation.

### **Ability to:**

Process District accounts payable transactions following established guidelines.  
Prepare journal entries.

Understand and apply accounts payable procedures.

Learn and apply current sales tax, and use tax, and IRS rules and regulations related to Accounts Payable.

Learn and understand various vendor accounting procedures and reporting requirements.

Maintain accurate and complete financial records, spreadsheets and audit trails.

Perform arithmetic/mathematical computations of average to above average difficulty.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Type accurately at a rate sufficient to maintain office production.

Plan, organize and prioritize work to meet changing deadlines.

Work cooperatively with other departments, divisions and outside agencies.

Communicate the staff and general public with courtesy and tact.

Maintain confidentiality of information.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in finance, accounting or a related field.

### **Experience:**

Two years of increasingly responsible technical accounting experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer



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screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.