



EMPLOYEE NAME: _____

Revised: 6/03; 7/08; 10/12; 9/17; 6/18; 1/20; 5/23

JOB DESCRIPTION

POSITION TITLE: Accounts Payable Technician	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Capital Projects Accounting & Accounts Payable	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Director, Accounts Payable	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Processes accounts payable and performance contracts for the district.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED required; Associate Degree preferred
2.	Certification/License Required: None
3.	Experience: 3 years of Accounts Payable or Bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; math aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Processes the payment of payables ensuring accurate payment and distribution.
3.	Reviews District service-performance contracts (Form FS213) to ensure vendors meet the district's legal requirements, including e-verification, before performing services.
4.	Processes and encumbers Forms FS213 in the Munis Contract module and processes payments against the contracts.
5.	Processes payment of purchase orders by creating a 3-way match between the line-item quantities and prices on the purchase order, invoice and receiving ticket; investigates any discrepancies and makes corrections to the proper document before finalizing payment.
6.	Processes all void checks and ACI transactions in the Munis Accounts Payable module.
7.	Imports, reviews and "Single Checks" all Risk Management payments passed through from the Risk Management System to the Munis Accounts Payable module.
8.	Provides assistance to school district personnel regarding contract procedural requirements, including training.
9.	Attends and presents PowerPoint training slides on performance contracts at the Annual Bookkeeper and Title I Grant training sessions and other sessions as needed.
10.	Processes payments via ePayables and credit card.
11.	Reviews and "Single Checks" all garnishment payments passed through from the Munis Payroll module to the Munis Accounts Payable module.
12.	Posts all wire transfers and PCard batches in the Munis Accounts Payable module.
13.	Contacts schools, administrative departments and vendors daily concerning problems with invoices or receiving verifications.
14.	Creates import files for utility invoices and uploads to the Munis Accounts Payable module.
15.	Reviews and processes all ROTC payments received through the United States Military website.
16.	Assists with year-end close procedures.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____