

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST-ACCOUNTS PAYABLE

Purpose Statement:

The job of SPECIALIST-ACCOUNTS PAYABLE is done for the purpose/s of performing a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

This job reports to FINANCE DIRECTOR

Essential Functions

- Assists auditors for the purpose of providing required information and coordinating necessary project activities.
- Assists other personnel (e.g. remote requisitions, accounts payable, gifts, donations, troubleshoot procurement expenditures, computer training, etc.) for the purpose of supporting them in the completion of their work activities.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains automated vendor files and spreadsheets for the purpose of maintaining vendor accounts.
- Maintains working relationship with vendors (e.g. resolve discrepancies on billing, payment of accounts, etc.) for the purpose of ensuring future business relationships are maintained.
- Prepares Voucher Transmittal Sheet (e.g. all expenses) for the purpose of submitting to the County for check processing.
- Processes a variety of fiscal information (e.g. accounts receivable/payable, 1099's, credit cards, ban accounts) for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Processes a wide variety of invoices (e.g. phone, utilities, insurance, materials, equipment, services, construction, staff travel and mileage claims, monthly use tax for out of state vendors, etc.) for the purpose of payment.
- Reconciles account balances, bank statements for the purpose of maintaining accurate balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Resolves billing and statement discrepancies for the purpose of to ensuring accurate accounting.
- 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.

Other Functions

- Back-up to others in Finance Department (e.g. accounts receivable) for the purpose of covering job responsibilities in the event of an absence and/or leave.
- 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.
- Informs personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.

- Monitors outstanding purchase orders for the purpose of verifying that goods have or will be received. Close open purchase orders as authorized by site/department.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Processes early payment discounts for the purpose of ensuring vendors who pay early receive discount by deadline date.
- Retrieve materials from file room for the purpose of responding to requests for information.
- 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.
- Reviews travel claims for the purpose of processing travel claim reimbursement requests.

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 skills required to satisfactorily perform the functions of the job include: operating standard office equipment
performing accounting procedures
preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles
computer operation/skills
office methods and procedures
pertinent codes, policies, regulations and/or laws.
standard office software
excel software program

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, 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 moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

None Specified

FLSA Status

Approval Date

Salary Grade

Non Exempt

Classified 9

Job description available upon request