

TITLE:	Lead Accounts Payable Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	8/23/17 11/2/17	SALARY GRADE:	Schedule: 56 Range: 47

BASIC FUNCTION:

Under general supervision, as a working lead, performs the work of and leads a team of Accounting Technicians performing a variety of technical accounting tasks requiring the review and evaluation of batch records, identifies, documents and resolves discrepancies, inaccuracies and/or incomplete data in submitted invoices and provides day-to-day work direction to lower-level accounting staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- As a working lead, provides day-to-day work direction for a team of accounting technicians processing invoices, resolves basic workplace issues and questions, and may make day-to-day adjustments to work assignments.
- Reviews and prepares individual invoices and batch records against established procedures and methods to ensure proper authorization, allocation to the proper fund and that District requirements have been met in preparation for payment.
- Identifies and documents discrepancies and/or inaccurate or incomplete data in batch records.
- Investigates and resolves discrepancies or other deficiencies in records and may refer more difficult issues to the supervisor.
- Contacts vendors to clarify invoices and resolve discrepancies.
- Audits and reconciles assigned accounts.
- Inspects completed work to assure accuracy, completeness and compliance with established guidelines and procedures for work quality and quantity.
- May perform a variety of clerical tasks in support of assigned functions including receive and respond to callers, mail and e-mails regarding invoices, preparing routine correspondence and coping and distributing materials.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic understanding of accounts payable systems, policies and procedures.

Accounts payable principles and procedures in the public sector.

Principles of basic auditing.

Examination, verification and maintenance of accounts and accounting data.

Excel or equivalent spreadsheet software, specialized accounting software and the use of calculators to perform mathematical computations.

ABILITY TO:

Apply specific procedures and established methods to the review of Accounts Payable batch records.

Investigate and resolve discrepancies, inaccuracies and incomplete data in batch records.

Verify the authenticity and accuracy of invoices.

Effectively monitor the work of others and provide work direction.

Make accurate arithmetical computations.

Enter data into relevant categories

Use a computer and standard business and accounting software and calculators.

Communicate effectively to resolve accounts payable concerns and workforce issues.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course in accounting or related field and three years clerical accounting experience including two years involving payroll processing

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information

Sitting for extended periods of time