



ACCOUNTS PAYABLE CLERK

DEFINITION:

Under general supervision, independently performs detailed accounting work related to Accounts Payable transactions including preparation of vendor warrants, employee reimbursements, preparation and verification of accounts payable journal entries, 1099 reports, accrual and edit reports and other job-related duties as assigned.

CLASS CHARACTERISTICS:

Accounts Payable Clerk is the experienced level of the accounting office support series. Incumbents independently perform a variety of responsible accounts payable work in support of the centralized district office Accounts Payable Department. This class is distinguished from the general office support and secretarial class series by the technical knowledge of accounting support terminology, processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Audits, tabulates and compiles documentation in preparation of making payments to vendors and employees.

Reviews invoices and warehouse receiving copies against purchase orders and verifies invoices computations.

Calculates, manages and applies for rebates, refunds, credits and discounts.

Processes payments to vendors and reimbursements to employees by entering data into financial system.

Prepares and edits reports verifying payment information.

Verifies accuracy of all coding and requests changes when necessary.

Prepares warrants and warrant register sheets for cancellations, stop payments, replacement and manual warrants verifying warrants and registers.

Prepares requests for vendor maintenance including sales tax rates, vendor remittance addresses and 1099 reporting information.

Manages high-volume, hard deadline workload with accuracy.

Audits warrants and registers prepared by Technology Department.

Maintains payment files.

Prepares journal entries for corrections to accounts payable entries.

Prepares spreadsheets to track utility and other charges.

Contacts vendors and staff regarding outstanding invoices or discrepancies including purchase orders, receiving documents and invoices.

Consults with Purchasing Department regarding PO discrepancies, including vendor names, coding, and descriptions.

Contacts County Auditor with questions regarding warrants.

Maintains records of payments on open purchase orders and contacts staff regarding status of funds or the need for new or revised purchase orders.

Accrues and pays year-end expenditures.

Reviews, researches, maintains and submits 1099 data for annual reporting.

Provides Accounts Receivable staff with copies of invoices for billing and/or coding for monies received.

Assists with preparation and coding of requisitions, invoices and reimbursements as needed.

Maintains awareness of current GAAP, Education Code, Board Policy, Franchise Tax Board, State Board of Equalization and IRS rules and regulations relating to the Accounts Payable Department.

Uses a computer to enter, access and modify data, following established procedures.
Audits accounts payable files of other teammates for quality control purposes.

JOB QUALIFICATIONS:

Knowledge of:

Accounts Payable methods, practices and procedures.
Governmental accounting codes and regulations.
Methods of auditing and verifying transactions.
Report preparation and format.
Refund and Credit handling procedures.
Computer software, word processing and spreadsheet applications.
Business arithmetic and basic mathematical techniques.
Standard office practices, including filing and the operation of standard office equipment.

Skill in:

Making mathematical calculations with speed and accuracy.
Analyzing detailed data.
Independently composing clear and concise correspondence and reports.
Accurately managing fast-paced environment.
Establishing and maintaining records and files.
Operating a variety of office equipment, including calculating machines; using computer terminal to enter, access and make changes to information.
Understanding and following oral and written directions.
Effectively communicating in person, over the telephone and in writing.
Establishing and maintaining cooperative working relationships.
Type or word processing at a speed of 35 words per minute from clear copy containing a large percentage of numerical or tabular data.

EXPERIENCE AND EDUCATION:

Equivalent to completion of high school. Supplementary post-secondary course work related to bookkeeping, basic accounting and/or related computer applications is desirable.

Experience:

One year of related accounts payable experience.

License:

Specified positions may require possession of a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to lift boxes weighing 25 lbs.

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