



## Accounting Clerk II – A/P and A/R Technician

### Job Overview

The job of the Accounts Payable/Receivable Technician was established for the purpose(s) of providing support department functions with specific responsibilities related to the accurate processing of authorized invoices, recording, updating, and reconciling related financial information, and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to the Purchasing Manager.

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### Job Functions

- Assists auditors for the purpose of providing support and documentation on internal processes for accounts payable and receivable.
- Assists school bookkeepers for the purpose of responding to questions regarding accounts payable procedures and data.
- Compiles financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Deposits funds collected with the County Trustee for the purpose of receiving and documenting money in compliance with District and state rules, guidelines, and statutes.
- Inform other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files, and records (e.g., copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs pre-audits of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with District and state rules, guidelines, and statutes.
- Processes financial information for the purpose of updating and distributing information, authorizing action and/or complying with established accounting practices.
- Processes making payments from all funds and issuance of check documents for the purpose of making payments from all funds and the and the functions relating to the issuance of check documents.
- Receives classifies and receipts money for the purpose of recording financial transactions in the proper District records.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Research discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*



## **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 80% sitting, 10% walking and 10% standing. This job is performed in a generally clean and healthy environment.

## **Qualifications**

**Minimum experience:** Job related experience with increasing levels of responsibility.

**Minimum education:** Job related education that meets organization's requirements.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Prior leadership experience in educational support services.
- Associates degree required, Bachelors degree desired in related field.
- Ability to make challenging decisions, remain professional under stress and possess exceptional judgment.
- Ability to lead diverse groups and individuals; maintain confidentiality; set priorities and meet deadlines; work with frequent interruptions; work with detailed information/data; and adapt to changing work priorities.

**Required Testing:** Proficiency Testing in Excel and Word

**Continuing Education/Training:** N/A

**Required Certificates and/or Licenses:** N/A

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-Exempt

**Employee Type:** Classified

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