

**College of the Siskiyou
Job Descriptions**

Job Title: Accounts Payable Specialist

FLSA: Non-exempt

Group: Classified

Salary Class: H

Salary Schedule: Classified

Job Summary

Under the general direction and supervision of the Director of Accounting, responsible for the accounts payable activities of the business office.

Essential Duties and Responsibilities include the following

Perform varied and unrelated duties including the preparing of payments of the District's financial obligations. Receive limited supervision within a broad framework of standard policies and procedures. Interact and provide for customer needs as appropriate.

Review payment vouchers and purchase requests for accuracy and completeness; reimburse petty cash.

Input payment vouchers and purchase requests into the college's accounting system.

Verify posting accuracy; verify accuracy of prices and orders with vendors.

Reconciliation of Accounts Payable module to General Ledger module.

Prepare and transmit payroll and Accounts Payable warrant files to County Treasurer.

Transmit weekly fund transfers for Accounts Payable activity to County Auditors.

Troubleshoot accounting software exceptions and "glitches".

Assist Accounting Director with locating and correcting Accounts Payable exceptions; prepare backup reports to justify payment of warrants; ensure audit trail for district expenditures.

Provide appropriate software support to Business Office staff, as needed.

Provide backup to cover other positions as needed.

Prepare and provide instruction on budgetary and expenditure reports to other departments; coordinate grant purchases and payments.

Coordinate payment of all invoices; prepare checks; monitor use of district credit cards; prepare payment for balances.

Draft letters, memos and reports; monitor travel requests and claims for compliance with district policies.

Promote positive campus and community relations by working effectively with faculty, staff and students.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essentials duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to completion of an AA degree; some college or specialized training in accounting and/or bookkeeping and a minimum of two years or more of related work experience.

Knowledge: Knowledge of basic principles, methods and practices of accounting, spreadsheet and word-processing applications and interactive accounting applications; computer and computer systems; variety of software; mathematical computations; office management skills.

Ability: Ability to perform technical and clerical functions associated with the Accounting Office; use a computer receipt writer; understand the overall functions of the cashier's office; apply rules and regulations to practical situations; operate equipment such as a 10-key calculator, a microcomputer, and a typewriter; communicate effectively in written and oral form; understand and carry out both oral and written; work effectively under stress; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.