



Job Title: Accounts Payable Assistant **Wage/Hour Status:** Non-Exempt

Reports To: Director of Finance **Pay Grade:**

Dept. /School: Administration Building **Date Revised:** 09/23/2011

Primary Purpose:

Assist in the prompt and accurate payment of all expenses incurred by the district. Work under close supervision and follow established procedures to process purchase orders and invoices and maintain accounting records.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficiency in use of calculator and office machines

Ability to communicate effectively

Experience:

One year accounting experience at clerical level

Major Responsibilities and Duties:

Accounting:

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, etc.
2. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments.
3. Assist in detecting and resolving problems with incorrect orders, invoices, and shipments.
4. Contact district personnel and vendors to correct or obtain information needed.
5. Confirm balances in accounts for all requisitions.
6. Assist in the preparation of and distributing paid invoices at designated times.
7. Process incoming departmental mail.
8. Process newly completed purchase orders.

Data Entry:

9. Input accounting data using personal computer.

Records and Reports:

10. File office copies of checks, requisitions, invoices, and purchase orders.
11. Keep records up to date.
12. Maintain vendor files and set up new accounts when changes occur.

Other:

13. Communicate current status of invoices to campus staff.
14. Prepare correspondence using personal computer.
15. Receive incoming calls, answer questions, and direct calls to the proper party.
16. Keep informed of and complies with state and district policies and regulations concerning primary job functions.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, calculator, computer, typewriter, printer, and check signer.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.