| **Job Title:** | **Accounts Payable Technician** | | |
| --- | --- | --- | --- |
| **Supervisor:** | Chief Financial Officer | **Location:** | District Office, Fairbanks |
| **Authorized Hours:** | 7.5 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 12 months | **Range:** | G, starting at $22.30 DOE |

# General Responsibilities

Responsible for matching invoices, purchase orders, and receiving items while entering and correcting them in the system as needed, thereby allowing for timely and accurate payment to suppliers. Handle incoming telephone inquiries from suppliers to resolve open issues. Review and manage open vendor statements. Post batches as necessary.

# Qualifications

**Education:** 2-year degree in Accounting preferred

**Experience:** 3 years experience desired to include two years of accounts payable maintenance or bookkeeping

**Skills:**

Competency in Microsoft applications including Word, Excel and Outlook

Organizational, verbal and written communication skills a must

Attention to detail and ability to multi-task is an asset

**Working knowledge of:**

* Verifying the accuracy of invoices and other accounting documents or records.
* Updating and maintaining accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Entering data into computer system using defined computer programs.
* Compiling data and preparing a variety of reports.
* Reconciling records with internal district employees and management, or external vendors or customers.
* Recommending actions to resolve discrepancies.
* Investigating questionable data.
* Understanding and comparing account maintenance data from a variety of sources for accuracy and completeness.
* Locating and compiling information, data, or facts from designated sources.
* Performing calculations involving fractions, decimals and percentages.
* Applying instructions and guidelines given by supervisor.
* Excel spreadsheets.
* Operating standard office equipment such as computer terminals, personal computers, copy machines, and 10-key.
* Writing figures neatly and legibly, communicate effectively, maintain records and files, and meet deadlines.

# Example of Duties

1. Prepare invoices for payment.
2. Check coding, verifying in accordance with Alaska State Uniform Chart of Accounts.
3. Check addition of invoices by cross-footing.
4. Match invoices to PO’s, receivers, contracts, etc.
5. Investigate any questionable invoices and follow up with vendors.
6. Check batch totals and post invoices.
7. Prepare required correspondence and follow up on invoices and outstanding PO’s.
8. Process Accounts Payable checks weekly.
9. Maintain accounts payable files.
10. Review and revise outstanding encumbrance report-monthly. Follow up on all outstanding encumbrances.
11. Inform CFO/Business Manager when invoices are past due.
12. Compile and process monthly purchasing card statements.
13. Process monthly payments, including but not limited to boarding home stipends, contractual agreements, and utility bills.
14. Assist the Chief Financial Officer and other business personnel as assigned.
15. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

Standard office equipment, including computer, 10-key calculator, printer, copier, fax machine, telephone system, and video conferencing.

# Independent Decisions

# Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers, district office staff and vendors.

# Responsibility for Cash, Equipment, Safety

None

# Supervision Received and Exercised

# Receives oral and/or written instructions from assigned district office administrator.

# Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

# Evaluation

# Annual written evaluation.