

Accounts Payable Technician

Position Details

Class Code: 2016

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: Pay Grade 49 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs specialized financial duties to organize, process, and maintain accounting records and payment accounts.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes, processes, and maintains purchase order payment documentation and vendor remittance data.
2. Prepares documents for payment by verifying and calculating statistical information.
3. Gathers backup information and documentation and processes invoices for travel payments/reimbursements, purchase orders, direct payment, utilities, cellular phones, and construction contracts.
4. Responsible for processing payment of invoices within timeframe allotted by Clark County School District policy and ensuring that available discounts are obtained.
5. Communicates and works directly with buyers and administrators to ensure funds are transferred to appropriate purchase orders for invoice payment.
6. Analyzes monthly vendor statements and maintains frequent contact with vendors to ensure accounts are current.
7. Analyzes reports for accuracy in account/invoice/payment information.

8. Analyzes and resolves discrepancies that occur with vendor accounts.
 9. Executes stop payment of checks and initiates retrieval of funds paid in error.
 10. Verifies vendor data contained in daily, weekly, monthly, and year-end reports for accuracy and detail.
 11. Suggests and initiates modifications to improve workflow and procedures.
 12. Assists in determining procedures for handling unique problems.
 13. Works directly with all levels of District personnel in requesting proper documentation for processing payments.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves accounting tasks requiring substantial judgment and analytical ability to ensure that financial information is valid and internal control is maintained according to generally accepted accounting principles (GAAP) and that vendor relationships remain sound.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to division/department operations.
2. Knowledge of business machine, office equipment, and record keeping/accounting.
3. Knowledge of District purchase orders and related contract terms.
4. Ability to promote public relations and deal tactfully and diplomatically with people.
5. Ability to use a 10-key adding machine/calculator by touch.
6. Ability to learn basic computer software applications and mainframe computer data entry procedures.
7. Ability to perform basic mathematical computations and statistical analyses.
8. Ability to work under time constraints and deadlines, and shift suddenly to new tasks when priorities change.
9. Ability to plan, organize, set priorities, and work independently.
10. Ability to keep information confidential and maintain an ethical attitude.
11. Ability to concentrate on detailed data and maintain accuracy for extended periods.
12. Ability to communicate clearly orally and in writing.

13. Ability to promote public relations and deal tactfully and diplomatically with people.
 14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
 15. Ability to work flexible hours or shifts.
 16. Ability to cooperate with District staff, vendors, and the public.
 17. Ability to recognize hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years accounts payable experience.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District business offices.

Work Environment

Strength

Sedentary/light - exert force to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/08/21
- Created: 04/22/98