

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; processes invoices for travel payments/reimbursements, purchase orders, direct payments, utilities, phones, and construction contracts.
4. Responsible for processing invoice payments within timeframe allotted by Clark County School District policy; ensures that available discounts are obtained.
5. Communicates and works with buyers/administrators to ensure funds are transferred to appropriate purchase orders for invoice payment.
6. Analyzes monthly vendor statements; maintains frequent contact with vendors to ensure accounts are current.
7. Analyzes accuracy of account, invoice, and payment information in reports.

8. Resolves vendor account discrepancies.
 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.
 11. Suggests and initiates workflow/procedural improvements.
 12. Assists in determining procedures for handling unique problems.
 13. Works directly with all levels of District personnel in requesting proper payment processing documentation.
 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; ensures validity of financial information and maintenance of internal controls according to generally accepted accounting principles (GAAP), and that vendor relationships remain sound.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations relative to accounts payable.
2. Knowledge of business machines, office equipment, and recordkeeping/accounting.
3. Knowledge of District purchase orders and related contract terms.
4. Ability to promote public relations and deal tactfully/diplomatically with people.
5. Ability to use a 10-key adding machine/calculator by touch.
6. Ability to learn basic computer applications and data entry procedures.
7. Ability to perform basic mathematical and statistical analyses.
8. Ability to work under time constraints and deadlines; able to shift suddenly to new tasks as priorities change.
9. Ability to plan, organize, and prioritize work; able to work independently.
10. Ability to keep information confidential and maintain an ethical attitude.
11. Ability to concentrate on details and maintain accuracy for extended periods.
12. Ability to communicate clearly, verbally and in writing.
13. Ability to judge when to act independently and when to refer situations to a supervisor.
14. Ability to work flexible hours/shifts.
15. Ability to cooperate with District staff, vendors, and the public.

16. Ability to recognize/report hazards and apply safe work methods.
 17. 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

A valid driver's license or state-issued identification card.

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. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District business offices.

Work Environment

Strength

Sedentary/light - exert force up 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 maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or 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

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 04/22/98