



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Accounts Payable Technician	<b>Department:</b> Business Services	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Director of Business Services	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Business Services, the Accounts Payable Technician is responsible for the processing of District invoices and the paying of District approved payables, preparing payable reports/summaries, and filing all relevant payable documents; processing vendor 1099's and W-9's; providing assistance in bank reconciliations, reconciliations of account payables; and assisting with compiling year end budget and accounting information for audits.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sorts and prepares incoming invoices for payment. Reviews invoices for coding and inputs invoices into the District's accounting system. Verifies invoice amounts and assures proper coding. Matches all invoices and purchase orders to assure proper documentation. Enters all invoices for payment upon approval. Pays invoices, processes check requests, and wires requests. Prepares, cuts, and distributes checks. Maintains accounts payable files, invoices and orders.
- Processes free and reduced application approvals. Assures families meet program guidelines and rules for acceptance. Enters all free and reduced information to the PCS and IC system. Sends out notices or letters to families regarding their approval.
- Receives purchase orders from buildings. Assures purchase orders are approved by Principals, Administration and by Director of Business Services and then processes all purchase orders with vendors by fax, email or phone. Communicates with vendors, building staff, and administrators regarding purchase order information or issues. Updates and maintains purchase order files and records.
- Maintains vendor files and 1099 records/information. Mail out 1099's to vendors. Processes tax exempt and W-9 forms.
- Provides general customer assistance and clerical functions.
  - a) Processes and distributes internal and outgoing mail. Disperses incoming mail to the appropriate departments.
  - b) Answers department phones, provides general information and assistance to callers or directs callers to the appropriate parties or departments.
  - c) Responds to requests for information via emails.
- Assists the Director of Business Services in the reconciliation of accounts payable. Uploads budget information and compiles data and information to assist in year-end audits. Assists departments and staff with questions and information concerning their budgets, balances and/or line items.

- Maintains and updates spreadsheets of families submitting checks for out-of-district transportation services. Mails out letters to families for these payments and monitors transportation receivables.
- Implements records retention procedures and schedules. Sends financial records and information to cold storage vault in accordance with schedules, laws and requirements.
- Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		AA Degree
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b>  Accounting, Finance or closely related area.
	1 year college	x 2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of office etiquette and customer service procedures and routines.</li> <li>• Basic understanding of accounting and bookkeeping functions, procedures, and practices of the district as it pertains to accounts payable.</li> <li>• Laws, rules, regulations and requirements pertaining to areas of accounting responsibility.</li> <li>• Fundamentals of general office and general administrative procedures and operational requirements.</li> <li>• Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing accounts payable and financial information (i.e. finance system, PCS, IC, Word, Excel, browsers, email, etc.).</li> <li>• Knowledge of basic record retention, record/file/database maintenance requirements.</li> <li>• Basic understanding of data privacy requirements, provisions as it impacts the processing of accounting and financial records.</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 1 year related accounting or bookkeeping experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a MN driver's license or evidence of equivalent mobility. Free & Reduced Program Certification	



<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and representatives of other agencies.</li> <li>• Customer service and human relations skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, vendors, the public and department staff concerning addressing accounts payable, or account questions, etc.</li> <li>• Prioritizing duties and carrying out assignments.</li> <li>• Maintaining vendor lists, records, W-9 and 1099 forms.</li> <li>• Preparing accounting reports and forms.</li> <li>• Applying and following district accounting and recording keeping operations in the maintenance of and processing of district payable records or financial reports.</li> <li>• Performing general office and clerical functions required within the office of assignment.</li> <li>• Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.</li> <li>• Using and operating computers and applying office productivity software such as word processing, spreadsheet, database and customized financial software utilized by the department/district.</li> <li>• Performing work assignments requiring attention to detail, precision and accuracy, and in accordance with set deadlines.</li> <li>• Performing assigned functions with minimal direction in accordance with established and set departmental operations.</li> </ul>
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<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.</p>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk			X		Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**  
Prepared 5/2015 by BCC