

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Accounts Payable Technician	CLASSIFICATION: Classified (SEIU)
REPORTS TO: Chief Financial Officer	RANGE: 310
WORK YEAR: 12 Months	CLASS: Fiscal
BOARD APPROVAL: 1/14/16	
BOARD REVISION: 1/12/17	

PRIMARY FUNCTION: Under the direction of the Chief Financial Officer or Superintendent designee, to perform a variety of accounting duties related to Accounts Payable transactions and maintain the disbursement records of the District; to provide support for other District accounts and functions such as payroll, accounts receivable, inventory control, and purchasing; to prepare and maintain accurate financial and statistical records and reports; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an efficiently run and fiscally responsible organization whose budget adequately supports the District's mission, vision, and goals to improve student learning.

SUPERVISION OVER: Not Applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Administers accounts payable process; receives, processes, inputs, files, and verifies purchase orders; generates and distributes purchase orders and assists in the preparing of purchase orders for payment; processes and files invoices; contacts vendors concerning purchase orders as needed and assure activities comply with County, State and Federal policies, procedures, rules and regulations.
- Examines, processes, and matches invoices to purchase orders, verifying signatures and correctness of invoices; monitors invoices for correct total, extension, payee, taxes, discount, and conformity to purchase order.
- Reviews purchase orders for appropriate program and account numbers; resolves discrepancies by contacting vendor or originating program, returns invoices/purchase orders for correction, or sees to preparation of necessary journal entries to effect required corrections.
- Researches lost, canceled, or unpaid warrants, preparing affidavits for lost warrants, initiates stop payments and issues replacement warrants.
- Processes payment of mileage claims, conferences, and other reimbursements.
- Maintains and organizes vendor files.
- Maintains W-9 forms and prepares annual 1099 forms for independent contractors.
- Assists in reporting ongoing Independent Contractors to Employment Development Department.
- Assists in preparation of yearly Sales/Use tax report.
- Checks monthly vendor statements and contacts vendors regarding any outstanding invoices.
- Interpret and explain accounts payable and purchasing policies to employees as well as work with schools and departments to ensure compliance with accounts payable and purchasing policies and procedures (as well as create DUSD informational fliers and documents for employee use.)

- Assists with accounting for fixed assets including District inventory control functions (i.e. application of barcodes to designated fixed assets such as furniture and equipment).
- Prepares monthly warrant list for School Board's approval.
- Responsible for computer input and retrieval of all financial documents, including analyzing of various reports.
- Maintains all data in an organized manner conducive to prompt and accurate preparation of reports and financial statements.
- Assists with training District staff in Business Office policies, procedures, practices, and computerized systems.
- May assist the CFO and administrative personnel in the performance of their functions and responsibilities.
- Performs a full range of customer service duties related to area of assignment; responds to inquiries in a courteous manner; provides information to the public and staff requiring the use of judgment and the interpretation of policies, rules, and procedures; resolves complaints in an efficient and timely manner.
- Performs a variety of general office support functions including typing, composing correspondence, proofreading, data entry, record keeping, and forms and report generation.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Supplemental courses in bookkeeping and accounting preferred.
- One year of experience as a bookkeeper, account clerk, accountant or equivalent OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Methods and practices of financial record-keeping and reporting, including bookkeeping procedures.
- Computerized accounting systems software and spreadsheet applications.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Mathematical principles.
- Education codes, laws, and District policies and procedures related to finance.
- Modern office practices, procedures, and equipment, including computers.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Customer service techniques, practices, and principles.

ABILITY TO*:

- Understand and enforce sound accounting practices.
- Perform financial record-keeping and bookkeeping work.
- Perform mathematical calculations with accuracy.
- Operate a computer and modern office equipment.
- Operate computerized accounting systems software and spreadsheet applications.
- Type and enter data at a speed necessary for successful job performance.
- Compile and maintain accurate files, records, and reports.

- Interact courteously with the public/staff, in person and over the telephone; respond tactfully, clearly, and concisely to issues, concerns, and needs.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.