

SAN YSIDRO SCHOOL DISTRICT

TITLE: Accounts Payable Specialist
DEPARTMENT: Business Services
FLSA: Non-Exempt
Created: August 2022

REPORTS TO: Chief Business Official
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule 17-21
Board Approved: August 2022

BASIC FUNCTION: Under the direction of the Chief Business Official perform a variety of complex functions related to accounts payable/receivable, ASB accounting, special programs and/or the revolving cash fund.

REPRESENTATIVE DUTIES: (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 are intended to accurately reflect the principal job elements.)

- Establish and maintain general journals and ledgers and subsidiary ledgers regarding assigned programs and functions.
- Prepare profit and loss statements, expense reports, trial balances and other financial statements as required by the assignment.
- Assign and verify budget numbers and related information on a variety of requisitions, orders and claim forms.
- Verify, control, check and balance accounts; ensure accuracy, completeness and compliance with a variety of State and federal laws and regulations as well as established District policies and procedures.
- Monitor and verify expense claims, process for payment and account balances.
- Post expenditures and maintain ledger accounts; monitor account balances; recommend and prepare necessary transfer documents to adjust and correct balances, receivables, and expenditures.
- Receipt and verify the collection and counting of cash and funds to the district; prepare required documentation and make bank deposits; reconcile receipts and bank deposits; detect, trace and resolve discrepancies; summarize and enter totals in computer and produce applicable District and County reports.
- Inspect and verify accuracy of financial documents and related materials.
- Detect, trace and resolve discrepancies, errors and questions regarding invoices, and sales reports.
- Verify accuracy and calculate District inventories and a variety of expense records; control and monitor the flow of accounting data and coordinate activities with District accounting records.
- Perform accounts receivable/payable duties by matching and verifying necessary documents.
- Receive, deposit, and reconcile local, State and federal receivables.
- Prepare District, County, State and federal financial and statistical reports according to law and District policy.
- Interpret and apply rule and regulations; prepare trial balances, year-end reports, special reports and financial statements.
- Participates in the year-end close process and various district audits.
- Perform other related duties as assigned.

KNOWLEDGE

- California School Accounting Manual (CSAM)
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Accounts maintenance and reconciliation procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Rules and regulations concerning assigned technical accounting activities.
- District organization, operations, policies and objectives.
- Preparation, review and control of assigned accounts.
- Operation of spreadsheet, word processing and specialized software used in technical accounting.

ABILITIES

- Perform a variety of complex and technical accounting duties related to assigned fiscal programs and activities.
- Maintain accurate financial and statistical records.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Prepare comprehensive accounting reports.
- Read, interpret, apply and explain policies, procedures, rules and regulations related to the assignment.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Utilize spreadsheet, word processing and specialized software to maintain accounts, prepare reports and share data.
- Oral and written communication skills.
- Prepare reports and process accounting documents within established timelines and schedules.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from High School or an equivalent supplemented by at least 12 units of college-level coursework in Accounting and/or Finance, and 5 years of increasingly responsible experience, performing job related duties/responsibilities.

OR

- A Bachelor's Degree in Accounting, Finance, Business Administration/Management, or a closely related field, and 1 year of progressively responsible experience performing job related duties/responsibilities.

WORKING CONDITIONS

Office environment; subject to driving to various locations to conduct work.

PHYSICAL REQUIREMENTS:

Ability to read and review financial and statistical records; hear and speak to obtain and provide information from other District staff and the public; sit at a desk and/or computer terminal for extended periods of time; bend, kneel and reach to retrieve and file records from shelves and file cabinets; dexterity of hands and fingers to file documents and operate a computer terminal and other office equipment.