Title: Technician – Accounts Payable

Department: Finance/Accounting

Reports To: Director of Accounting

Date Prepared/Revised: January 28, 2005/Revised June 8, 2010

**Purpose, Scope & Dimension of Job:**
The purpose of this position is to process timely and accurate payments to vendors, employees and students and deliver high quality customer service while protecting the College’s financial interests by reviewing payment requests to ensure College policies and procedures are followed. This is the only position in the Accounting Department that is responsible for processing all non-payroll payments, which total approximately 40,000 checks and 95 million dollars per year.

**Supervisory Responsibility:**
None; however, provides direction and task assignments to work study students.

**Essential Duties/Major Accountabilities:**
Each task is performed to ensure accurate and timely processing and reporting.

A. **Reviews payment requests for compliance with College guidelines and policies:**
   1. Payments from invoice
      a. Receives and reviews invoice from vendor to ensure all information necessary to process payment is included.
      b. Confirms that the College has received all goods and services by comparing the purchase order and the invoice. Verifies that purchasing has marked the purchase order as “received” in the College’s financial information system.
      c. Ensures all discounts have properly been applied on invoice.
      d. Resolves any discrepancies between invoice and purchase order with vendor and/or internal department of the College.
   2. Direct Voucher Payments (i.e. travel reimbursements, vision checks)
      a. Reviews submitted requisition – reviews for accuracy and proper approval
      b. Creates a purchase order number for the requisition in Datatel, the College’s financial information system.
      c. Identifies the goods and services as “received” in the system to allow payment processing. This is done because a Direct Voucher Payment (DVP) does not go through purchasing and if the goods or services for a purchase order are not marked as “received” in the system, it will not allow payment.
   3. Blanket Purchase Orders – For specific vendors to cover all goods or services during a period of time; usually three months to one year
      a. Sends all invoices with BPO numbers to managers for their approval and signature
      b. Records all invoices in the blanket purchase order system to allow payment processing.
4. Utility payments – Due to their timeliness, these invoices are paid immediately, without the purchase order process. For the phone account, the invoice is paid from one account and then journal entries are made to charge back to each department for their phone use.

5. Pre-payments – Process check prior to the actual good or service being received (i.e. travel expenses). After good or service has been received, ensure employee returns any unused money within a 30-day period. If the employee needs additional money for the good or service, complete the process for full payment to the employee or vendor.

B. Accounts Payable Processing:
1. Inputs information into the accounting system about the purchase order to create a voucher that the system uses to print a check. During July of each year, this position must break this process into two years, one for the previous fiscal year and one for the new fiscal year.
2. Selects vouchers to pay in the system, including vouchers that were generated by financial aid or cashiers office for student loan, grant or scholarship residuals or student refunds.
3. Prints and reviews register of all vouchers to print checks from.
4. Creates text file that is transferred to check printing software and prints checks.
5. Obtains additional signature on checks of over $10,000.
6. Uses office equipment to fold and seal the checks.
7. Sorts and disburses checks to appropriate parties.
8. Posts checks to general ledger using the College’s financial information system.
9. Prints labels that include information about the vendor, purchase order, date and amount for the file that is created for the vendor.

C. Voiding and Reissuing Checks:
1. Verifies with the appropriate Accounting staff that checks, which for a valid reason need to be voided, have not been cashed.
2. Requests the appropriate Accounting staff to stop payment of the check at the College’s bank if the check has not been cashed.
3. Voids the check in the system.

D. Reporting:
1. Runs monthly reports and reviews for accuracy. Reports include the pre-paid outstanding list and the voided check list. Prepares journal entries to correct any errors.
2. Runs IRS 1099-MISC forms for all contractual employees.
   a. Reviews and corrects information that will be used to print forms.
   b. Runs a report from the accounting information system that creates a text file which is imported into the form printing software.
   c. Prints, folds and distributes 1099-MISC forms.
3. Prepares necessary information to be used in annual audits.

E. Maintain Files:
1. Maintains a file for each vendor and employee that contains all payments made during each fiscal year. These files are kept on site for two years and then moved to an off site storage place.
2. Maintains a separate filing system for all student payments because the vouchers in the system are generated in Financial Aid or Cashiers Office.
Minimum Required Knowledge, Skills, and Abilities:
1. At least two years of accounts payable experience in performing the full range of equivalent tasks above on an accounting information system.
2. Associate’s degree.
3. Demonstrated work history of providing high quality, strong customer-oriented services including: problem solving orientation; strong listening skills; coordination of work effort with others and teamwork; history of coordinated work effort with extensive follow-through and follow-up; experience identifying customer needs; conflict resolution; ability to put customer before self; and creation of user friendly communications.
4. A demonstrated proficiency at the basic level with MS Excel and Word, as well as the ability to utilize complex accounting micro-computer systems.
5. Ability to maintain confidentiality, for example, legal settlements, separation agreements, etc.

Additional Preferred Qualifications:
1. Additional accounts payable experience above the two-year minimum.
2. Additional accounting training and/or courses above the minimum.
3. Experience in an educational institution.

Physical / Mental Requirements:
1. With or without accommodation, the employee in this position needs to stand, walk and stoop, kneel or crouch less than one third of the time. It is necessary to be able to sit, talk, hear and use hands/fingers to handle or feel over two-thirds of the time. It is also essential to carry up to 10 pounds under one-third of the time. The employee must, with or without accommodation, have the ability to see at close distances and be able to adjust the eye to bring an object into sharp focus.
2. This position works in a normal office environment but is occasionally exposed to moving parts and loud noise from the check folding machine.
3. The minimum reasoning skills necessary for this position include the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
4. The minimum language skills necessary for this position include the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The person must also have the ability to write routine reports and correspondence and be able to speak effectively before groups of customers or employees of the organization.
5. The minimum mathematical skills necessary for this position include the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. The person must also have the ability to apply concepts of basic algebra.

Hours/Schedule:
The normal work schedule for this position is 8:00 a.m. to 5:00 p.m., Monday through Friday; however it may be required to work a variable schedule to meet operational needs.
Signatures

Director of Accounting

Chief Financial Officer

Employee Signature

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative

Employee Group & Grade: ProTech / Grade 6

Affirmative Action Group: 31

Job Description Status: OFFICIAL

Reviewed by Human Resources:

Initials  Date