

# PINON UNIFIED SCHOOL DISTRICT NO. 4

## JOB DESCRIPTION

**Position Title:** Accounts Payable Technician  
**Terms of Employment:** 12 months  
**Salary:** Classified Placement Schedule – Grade 6  
**FLSA Status:** Non-Exempt  
**Benefits:** Standard Package

### QUALIFICATIONS:

1. Must possess a high school diploma or equivalent, Associate's degree preferred.
2. Must have five years of experience in accounting, bookkeeping, payroll or demonstrated competence in the tasks assigned.
3. Must be proficient in the use of the computerized general ledger software systems or other business applications.
4. Must be proficient in mathematical computations and be accurate in detail work.
5. Must have interpersonal communications skill in order to follow up with vendors.

**JOB GOAL:** To initiate and expedite prompt and satisfactory payment of District expenditures in compliance with rules and regulations set forth by the Uniform System of Financial Records.

### DUTIES AND RESPONSIBILITIES:

1. Receives, opens, processes and distributes invoices for payment authorization.
2. Keeps records on the status of accounts and does not allow an over expenditure.
3. Prepares and mails checks for payment to vendors.
4. Prepares checks and follows through to obtain back-up paperwork for checks.
5. Records daily deposits as needed.
6. Retains original invoices, cancels invoice when paid, and records check numbers prior to filing.
7. Cooperates with auditors and provides information to them as required.
8. Provides service to those departments which indicate a need, interest, or desire to insure their materials are being processed properly.
9. Reports to the Business Manager on the accounting affairs of the District and recommends changes and improvements as needed.
10. Maintains a complete and systematic set of records of accounts payable transactions of the District.
11. Answers questions posed by vendors on status of payments and accounts.
12. Communicates with vendors by telephone or email to conduct daily businesses; e.g., follow up on documents for payment and clarify information on invoices submitted for payment.
13. Performs other duties as assigned.

**REPORTS TO:** Business Manager

**EVALUATION:** Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_