



Job Title: Accounts Payable Lead

Exemption Status/Test: Non-Exempt

Reports to: Accounts Payable Supervisor

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records, process accounts payable according to standard accounting procedures and serve as back up to the Accounts Payable Supervisor.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

Three (3) years accounts payable related experience at clerical level

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Major Responsibilities and Duties:

Accounting

1. Receive and process for timely payment all expense reports. Verify expense reports and receipts to ensure completeness and accuracy prior to payment.
2. Receive and process for timely payment all travel advances. Verify travel advance request to ensure completeness and accuracy prior to payment.
3. Detect and resolve problems with travel advances, expense reports and receipts as needed.

Data Entry

4. Input data into accounting system.

Records and Reports

5. Prepare correspondence, forms manuals, reports, and payment authorizations following district standards and requirements.
6. Compile, maintain, and file all reports, records, and other documents as required.
7. Maintain vendor files and set up new accounts and make changes as they occur.

Other

8. Work with staff regarding travel advance and expense report issues.
9. Receive incoming calls, answer questions, and direct calls to the proper party.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.