

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

Accounts Payable Specialist I SEIU Local 1021 Salary Range 67 Job Code: 1022

CLASS PURPOSE

Under supervision, the Accounts Payable Specialist performs a variety of tasks related to processing and generating payments to vendors, contractors and consultants for the District's goods and services. The Accounts Payable Specialist reviews, researches, updates and maintains records of all accounts payable transactions.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Receives and reviews and reconciles invoices and purchase orders submitted for payment to ensure that goods ordered have been satisfactorily received before payment is processed.
- Reviews, analyzes and matches invoices and contracts for consistency with purchase order pricing and computation of amounts due; captures any refunds or adjustments indicated, and posts any credits and/or changes to the proper District accounts .
- Coordinates with the colleges, vendors, consultants and departments to manage and resolve invoice inconsistencies regarding budget information, charges, coding and other documentation data.
- Examines travel claims for completeness and accuracy of computations, and processes claims for payment.
- Review, approve and enters data for various transactions processed into the automated system for payment, organizes records, and updates and maintains the purchasing database as required.
- Provides guidance to the college and District employees on the completion of various Accounts Payable related documentation including; requisition and budget transfer forms.
- Records, verifies, update and maintain the District's automated inventory system for capital equipment.
- Works with the Receiving Department, Business Officers and/or other appropriate District personnel to assure maintenance of an accurate inventory base.
- Assists with preparation of periodic recommendations to the Board of Trustees for disposal or deletion of items from the inventory of capital equipment.
- Prepares various Accounts Payable related reports.

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- Develop and track accounts payable documents and correspondence.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three years of experience performing accounts payable duties, or an equivalent combination of training and experience, that could likely provide the required knowledge and ability.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to perform a variety of tasks to process and generate payments to vendors for goods and services.
- Experience performing accounts payable transactions using PeopleSoft.
- Ability to accurately identify and resolve inconsistencies in orders or invoice charges.
- Knowledge of business office practices, clerical accounting procedures; arithmetic, filing and record-keeping methods; telephone etiquette; and the operation of PCs and office machines.
- Ability to process accounting transactions and reports with accuracy and timeliness.
- Ability to handle messages accurately and succinctly.
- Ability to understand and carry out oral and written directions.
- Ability to read and write at the level required for successful job performance.
- Ability to interact with outside vendors and employees with courtesy and tact.
- Possess excellent written and verbal communication skills.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity

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- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A