

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTS PAYABLE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in support of assigned District accounts payable and functions; process, record and audit various transactions; prepare, reconcile and maintain a variety of financial and statistical records, reports and statements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Process Purchase Order (PO) vouchers for regular PO's when complete processing package is available.

Process open PO vouchers when complete processing package is available. Match with open PO copy, log to open PO log sheet, input to system.

File completed payment package after warrants are released.

Maintain an accurate filing system and keep filing up-to-date.

Follow up on any missing documents with site and vendors to ensure prompt payments.

Research invoices that come in from school sites or other departments that are more than 30 days past due.

Reconcile statements from vendors.

Process express and rush vouchers for: PSA Consultants, Benefits, Rush PO's, Conference and Registration payments, Utilities.

Follow up on vendor and employee inquiries relating to payment status.

Ensure that all account strings are complete and accurate before processing.

Send proper backup documents to Los Angeles County Office of Education (LACOE) for all invoices that require audit review.

Review suspense register daily to ensure that all accounts payable items have been completely processed and not held in audit status.

Prepare monthly board reports for all warrants issued.

Assist Accounting Supervisor, Director of Fiscal Services and Assistant Superintendent with special projects at any time during the year.

Assist independent auditors during interim and year-end financial audits.

Prepare and submit report of independent contractors to Employment Development Department.

Complete annual 1099 processing.

Attend various LACOE trainings during the year including 1099 processing, year- end closing, etc.

Prepare accrual schedule for year-end closing.

Contact LACOE at year-end to delete any saved PeopleSoft account payable templates during the year.

Cross train for other specialized duties to serve as backup and/or additional help.

Process all Bond Measure construction project payables.

Obtain required construction documentation as needed, including: Board Reports, payment bonds, bid bonds, designation of subcontractor, notice of contractor calling for bid, agreements, certificates of liability insurance and record notices of completion.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of purchase orders, invoices, claims and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations

**ABILITY TO:**

Perform a variety of specialized accounting duties in support of assigned District accounts and functions.

Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents. Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive accounting reports and statements.

Verify, balance and adjust accounts.

Review, process, evaluate and verify a variety of financial information, forms and documents.

Identify, investigate and resolve financial errors and discrepancies.

Monitor and audit income expenditures.

Assemble and organize and prepare data for records and reports.

Reconcile, balance and audit assigned accounts.

Compare numbers and detect errors efficiently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years general accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.