



## OSCEOLA COUNTY SCHOOL DISTRICT

### JOB DESCRIPTION

|   |                                |                               |
|---|--------------------------------|-------------------------------|
| <b>Position Title:</b> Accounts Payable Specialist  |                                | <b>Board Approved:</b> 2.4.14 |
| <b>Position Level:</b> 12<br><b>May be assigned as:</b><br>10-month, 11-month or 12-month | <b>FLSA Status:</b> Non-Exempt | <b>Job Code:</b>              |

### GENERAL DESCRIPTION

This is a skilled and technical position responsible for assisting with all aspects of accounts payable operations at the District level, requiring an overall knowledge of the district's procurement process, payment procedures and accounting policies.

### KEY RESPONSIBILITIES

- Assist the Accounts Payable Supervisor with all aspects of accounts payable operations.
- Serve as backup to the Supervisor of Accounts Payable.
- Process check runs in Supervisor's absence.
- Remain informed of changes to the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) and assist with communication and implementation of changes.
- Assist in the planning and development of accounts payable systems and procedures.
- Train school and department staff in the use of the accounts payable system.
- Provide documentation, general analysis and ad hoc reports as directed.
- Collaborate with the Purchasing Department to research and resolve pricing issues.
- Collaborate with the Budget Department to research and resolve issues related to the availability and allowable use of funding for purchase requisitions and travel reimbursement.
- Provide technical assistance to school and department staff regarding account coding for purchase order requisitions.
- Review account coding and approve purchase order requisitions for assigned vendors in the accounting system.
- Communicate with vendors to resolve invoicing and remittance issues.
- Perform other duties and responsibilities as assigned by Supervisor.

## CLASS SPECIFICATION

|  |                  |                           |
|--|------------------|---------------------------|
| <b>Position Title:</b> Accounts Payable Specialist | <b>Job Code:</b> | <b>Position Level:</b> 12 |
|--|------------------|---------------------------|

| <b>KEY JOB REQUIREMENTS</b>                 |   |
|---|---|
| <i>Formal Education:</i>                    | High School Diploma or equivalent, plus two (2) post-high school accounting courses. Associate's degree in related field preferred.   |
| <i>Work Experience:</i>                     | Three (3) years of related experience with Associate degree, five (5) years of related experience with post-high school accounting courses, or seven (7) years of related experience without post-high school accounting courses.   |
| <i>Impact of Actions:</i>                   | Makes recommendations which routinely affect the activities of an entire facility/school.   |
| <i>Complexity:</i>                          | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/ answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| <i>Decision Making:</i>                     | Analytic: Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.   |
| <i>Communications:</i>                      | Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.   |
| <i>Managerial Skills:</i>                   | Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis (e.g., lead worker).   |
| <i>Planning:</i>                            | One to Three Months: Plan events that are expected to occur in the next one to three months or on a quarterly basis.  |
| <i>Job-Related Knowledge and Skills:</i>    | Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures and can recommend a course of action based upon these guidelines, modifying existing methods, procedures necessary. May work with software applications.   |
| <i>Working Conditions/ Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.   |

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.