



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

ACCOUNTS PAYABLE SYSTEMS SPECIALIST

GENERAL RESPONSIBILITIES

The position is responsible for coordinating and maintaining automated accounts payable and financial systems. This includes performing program testing, training, and processing updates or system enhancements as required.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

System Responsibilities

- Act as primary point of contact for telephone software support, maintenance, testing and upgrades to accounts payable software.
- Troubleshoot and test all aspects of the automated accounts payable system.
- Act as the liaison between accounts payable and the Department of technology to resolve technical issues associated with the software.
- Develop and maintain written procedures for all automated processes.
- Develop and run custom reports.
- Collaborate with vendors in the area of workflow integration.
- Research and test new technologies, equipment and existing processes; make recommendations as appropriate for system enhancements.
- Work with department, schools, and offices to facilitate automation between departments.
- Train and assist staff and remote access users on the software.
- Ensure pre-audit compliance with applicable policies and procedures prior to approval in Buyspeed.

Accounts Payable Responsibilities

- Correspond with schools and departments concerning problems including but not limited to, shipping, damages and other discrepancies.
- Check, review and approve data for accuracy, completeness and conformance to established policies and procedures.
- Ensure that the appropriate documentation and summary of expenditures relating to grant reimbursements, utility bills, travel, and other requests are complete and accurate prior to approval in Buyspeed.
- Request from schools and/or vendors any documentation needed to complete purchase orders for payment.
- Collects and records check payments and/or cash as received; process wire transactions.
- Verify, review, and process invoices; approve requisitions in progress submits them to Purchasing.
- Follow-up on discrepancies with the initiating department and/or school.
- Communicate effectively with various departments, schools, and vendors on expenditure information and the status of the payments.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Excellent computer skills including the ability to test and troubleshoot software; experience in using and training others to use automated accounts payable and/or finance systems; thorough knowledge of standard procurement practices, procedures and policies; thorough knowledge of school system policies and procedures; ability to work independently and under pressure; ability to prepare and maintain computerized records and systems; good oral and written communication skills.

EDUCATION AND EXPERIENCE

Bachelor's Degree in business or information systems or related area with experience in accounts payable. Advanced training in a variety of applications software, network software, and troubleshooting of network software and hardware problems. Experience in an office environment in Software Support and Training. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

SPECIAL REQUIREMENTS

Possession of a valid driver's license