



## **VIRGINIA BEACH CITY PUBLIC SCHOOLS** CHARTING THE COURSE

### **ACCOUNTS PAYABLE TECHNICIAN**

#### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Business Services and the guidance of the Accounts Payable Supervisor, the position is responsible for processing all information necessary to ensure that vendors, employees, schools and departments are reimbursed in an accurate and timely manner. In addition, this position is responsible for analyzing vendor invoices against payment, make deposits, and prepare necessary reports; compile and review information for accuracy; and maintain accounting records.

#### **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.)

- Ensure pre-audit compliance with applicable policies and procedures, checking documentation or account code errors, charge discrepancies, and balancing the totals prior to approval in the following software systems: BuySpeed, Laserfiche, and InSITE software.
- Pre-audit all documentation relating to vendors, BuySpeed, travel and any additional pre-audit function as necessary.
- Provide guidance to schools and departments concerning accounts payable policies, procedures, and controls.
- Ensure the appropriate documentation and summarization of expenditures relating to CIP, grant reimbursements, utility bills, travel related reimbursements, and all other requests are complete and accurate prior to approval or entering in the BuySpeed, Laserfiche or InSITE software system.
- Ensure proper approval paths and signature authorities are checked prior to approval in the BuySpeed or Laserfiche software system.
- Process Buyspeed, Payroll, and Print Shop interfaces, and daily deposits.
- Communicate effectively with various departments, schools, and vendors concerning expenditure information and/or payment statuses.
- Provide technical support for software questions/problems, as necessary.
- Perform related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Excellent computer skills; analytical skills; good understanding of School Board Policy and knowledge of accounting and bookkeeping principles, practices, and procedures; ability to defend the decisions on all levels while maintaining a thorough knowledge of policies regulations, and procedures; ability to apply and communicate accounting principles while working effectively and building working relationships with internal and external persons. Ability to work independently and under pressure; ability to prepare and maintain computerized records and systems; ability to work with deadlines; ability to work on a variety of projects while maintaining the quality of work and attention to detail; ability to analyze; organize; coordinate, and prioritize daily duties to facilitate work flow efficiency. Must have excellent oral and written communication skills.



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### EDUCATION AND EXPERIENCE

**Required:**

High School Diploma or GED

Computer training including MS Office Suite, ERP systems and procurement software.

**Preferred:**

Associates degree in accounting, business, or finance.

Possession of Accredited Payables Specialist (APS) certification.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

### PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, standing, grasping, fingering, repetitive motion, and reaching. Occasional walking, bending, and stooping, balancing, crouching, climbing, kneeling, crawling, grasping, fingering, repetitive motion, reaching, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/17, 7/20
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