

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Accounts Payable/Receivable Technician
Job Family: Financial Services
Department: Finance
Typical Work Year: 12 months

Pay Grade: Classified, Range 16
FLSA Status: Non-exempt
Prepared Date: November 1, 2013

SUMMARY Perform general payable and receivable processes in a way that exemplifies excellence and innovative practices. Prepare and post deposits and journal entries. Maintain and track a current fixed asset inventory. Provide a high-level of customer support to internal and external stakeholders in a timely and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on department needs.*

D	20%	Review, verify and issue payment for employee travel and expense reimbursements according to District and Board guidelines.
D	20%	Receive, analyze, and verify coding and authorizations on materials requisitions. Enter P.O.s into computer system.
D	15%	Input and process accounts receivable for all funds and grants. Contact customers to ensure timely payments. Issue past due notices and/or initiate collections on non-sufficient checks.
D	15%	Provide support to schools/departments by resolving questions on requisitions, deposits, purchase orders and other fiscal operations.
W	10%	Maintain fixed asset inventory by entering in new items, disposing of obsolete items and assisting with the annual inventory process by building.
W	5%	Mail checks and maintain an orderly file of invoice documentation for reference
W	5%	Support other Finance Department personnel as needed.
M	4%	Maintain neat and orderly records from prior fiscal periods in designated areas.
M	3%	Oversee maintenance and accounting of store inventory and copier count usage, posting activity to general ledger.
A	2%	Prepare accountability report to CDE and assist with preparation for annual audit.
Ongoing	1%	Perform other duties as assigned.

EDUCATION AND TRAINING

High school diploma, Associate's degree in business or accounting preferred.

EXPERIENCE

3-5 years experience using computerized accounting, check writing or inventory systems preferred.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of IRS regulations
- Knowledge of GAAP accounting standards
- Knowledge of Public Finance Act
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Operating knowledge of and experience with computer, calculator, Microsoft Office Suite, and accounting software.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**Reports to:** Payroll/Benefits Manager; Executive Director of Finance**Direct Reports:** This job has no supervisory responsibilities**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor, reconcile, authorize account balances and transactions, expenses, transfers, deposits, journal entries, and requisitions. Provide reports, track and disperse petty cash, prepare bank deposits.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	