

FINANCIAL SPECIALIST II – ACCOUNTS PAYABLE
JOB DESCRIPTION

Department: Finance
Reports To: Director of Finance

Overview: Provides internal controls to ensure the accuracy and integrity of financial operations and records.

ESSENTIAL DUTIES

- Ensures that all invoices are recorded, tracked, and paid.
- Processes vendor payments, matches purchase orders, receiving reports, and invoices.
- Maintains spreadsheet on cash and balances cash at month end.
- Ensures that all monetary funds are in balance.
- Reconciles bank accounts and prepares adjusting journal entries.
- Verifies account codes for items to be encumbered.
- Reviews and approves accounting transactions.
- Performs audits as required.
- Develops, maintains, files, and updates all required reports and records.
- Maintains and updates all documentation for invoices received and paid.
- Addresses public and vendor inquiries.
- Account Receivable billing
- Reconcile Account Receivable accounts
- Other duties assigned.

NEW PAY GRADE: General – 15

FLSA DESIGNATION: Non-Exempt

Financial Specialist II – Accounts Payable

CLASS SPECIFICATION

Education & Directly Applicable Experience

High School diploma and seven to ten years directly related experience or

Two years of college or Associate's Degree and two to less than five years directly related experience or

A Bachelor's Degree and less than two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position supervises on a temporary basis or in the absence of a supervisor.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.