

# JOB DESCRIPTION



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**Position Title:** Accounts Payable Technician

**Department:** Finance

**Employment Category:** Non-Exempt Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE05

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**Position Summary:** The Accounts Payable Technician is responsible for overseeing the travel processes and payments, reconciling p-card statements, supporting accounts payable processes, including ensuring accurate and timely vendor payments in conjunction with outstanding vendor relations, and ensuring compliance with all related state and college rules, regulations, policies, and procedures.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Maintains the travel authorization, training, and expense processing for the college to include purchase card use through reference material; assists employees and departments with questions and training, as requested

Assists department staff in processing vendor and student payables and associated transaction tax functions for the college ensuring appropriate documentation is received for support of timely and accurate payments to comply with all college, state, and federal policies, procedures, regulations, and laws; investigates and resolves vendor and student payables issues as needed

Assists in the preparation of a variety of data reports for administration and financial analysis and improvements; compiles data to prepare statistical summaries, prepares special or recurring reports for administration as necessary; maintains complete and accurate records

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree in business or a related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Two years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of federal, state, and local laws, regulations and guidelines related to assigned work  
Knowledge of general accounting principles to include reconciling methods and techniques  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail  
Ability to work independently while contributing to a team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to maintain accurate office procedures

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Director of Finance / Controller

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.