

## **ACCOUNTS PAYABLE SPECIALIST**

### **DEFINITION**

Under general supervision, performs a wide variety of technical and administrative account support duties in support of the full-cycle accounts payable process; serves as a liaison regarding accounts payable activities with the Santa Clara County Housing Authority (Agency) staff, vendors, contractors, and outside agencies; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned Finance Manager. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level paraprofessional class responsible for performing the full range of accounts payable duties, in addition to performing a wide variety of record-keeping, reconciliation, and account support activities. Positions at this level work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other accounting support classifications by the focus on and specialization in accounts payable processing. This class is further distinguished from the Accountant I in that the latter is a professional level requiring extensive experience in accounting and finance.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Responsible for full-cycle accounts payable by processing general accounts payable invoices and check requests for payment, reviewing invoices and account statements for accuracy, following up with staff from other departments for invoice approval and general ledger charge codes, and ensuring approval is within the signer's authorized expenditure authority; prints accounts payable checks and confirms with Finance Manager or Controller for fund availability prior to release of checks.
- Enters journal vouchers and deposits into the accounting system to be posted.
- Audits invoices and conducts research to correct accounts payable discrepancies and prepares adjustment journal entries.
- Reviews and analyzes credit card statements for unpaid sales tax; tracks monies owed for annual processing.
- Processes petty cash payment request; reconciles and replenishes petty cash.
- Assists with the annual financial audit by providing and making copies of accounts payable check, accounting reports, and pulling various files for the auditors as directed by management.
- Maintains Internal Revenue Service (IRS) W-9 forms for vendors for year-end tax reporting and processing.
- Responds to inquiries from vendors and staff from other departments/units.
- Provides a variety of accounting and administrative support such as assisting with the reconciliation of accounts payable aging reports, recording cash receipts, bank transfers, and journal entries into the general ledger system, initiating stop payment of checks, sorting and distributing mail, and coordinating off-site storage of accounting records.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

An associate degree with major coursework in accounting, finance, or a related field or two (2) years of experience performing full-cycle accounts payable work.

#### **Licenses and Certifications:**

None.

#### **Knowledge of:**

- Terminology and practices of accounts payable processing and record-keeping.
- Business arithmetic and basic financial and statistical techniques.

- Principles and practices of research, data collection, and report preparation.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

**Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain accounting and departmental policies and procedures.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.