



### ACCOUNTS PAYABLE ASSISTANT

**SALARY GRADE:** [C1-41](#)

**DEFINITION:**

Under the direction of an assigned supervisor, receive, tabulate, review, analyze and process accounts payables in an accurate and timely manner in accordance with financial and accounting procedures; serve as liaison within and between the District and vendors; research and resolve discrepancies.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Analyze, prioritize and process incoming invoices, verifying vendor and purchase order information, matching packing slips and delivery confirmation, maintaining processed invoices, matching checks with invoices and auditing and maintaining required reports.
2. Process District and Foundation check requests; prioritize incoming check requests, verify account and vendor information; maintain required reports; obtain approval for Foundation checks according to established guidelines.
3. Analyze for completeness and accuracy travel advances and trip vouchers in compliance with District policies; audit and verify relevant information and maintain accurate records.
4. Research and resolve accounting issues that surround Accounts Payable transactions such as tax problems, purchase order or invoice discrepancies, vendor reconciliation's and audits of documentation to adequately support payment.
5. Coordinate both campus and District-wide disbursements such as campus petty cash accounts, compilation and review of procurement card activity and the oversight of "mechanized" entries into the system that affect payment in some form or manner.
6. Coordinate with vendors to improve or streamline operations.
7. Process Campus Center accounts; organize invoices, verify account numbers, verify account credit balances, input information into computerized system and maintain accurate records.
8. Review for compliance with federal regulations independent contractor requests; verify account numbers, signatures, back-up documentation and vendor information.
9. Prepare and maintain a variety of financial logs, reports and records.
10. Perform various clerical duties and analytical functions as needed.
11. Operate a computer, check signer and printer and other office equipment as assigned.
12. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Methods, procedures and terminology used in clerical accounting work.
2. Financial and statistical record-keeping techniques.

3. Modern office practices, procedures and equipment.
4. Operation of a computer and assigned software.
5. Oral and written communication skills.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Receive, tabulate, review, analyze, audit and process accounts payables in an accurate and timely manner in accordance with financial and accounting procedures.
3. Serve as liaison within and between the District and vendors.
4. Research and resolve discrepancies.
5. Perform basic accounting duties in the maintenance of assigned accounts.
6. Operate a computer and related office equipment.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.

**Education and Experience**

Any combination equivalent to:

1. College-level coursework in accounting.
2. Two (2) years experience in maintaining financial and statistical records.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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