

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Lead Accounts Payable Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9661	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	08-18-03
		<b>HR REVISION:</b>	06-06-12

**BASIC FUNCTION:**

Perform advanced accounting work related to financial statements for various funds involving receipt and proper disposition; directly support the activities of the accounting unit; assist the supervisor in accomplishing the day-to-day activities of the unit; and train and provide work direction to others.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Accounts Payable Technician's knowledge and capabilities encompass accounting, as well as an understanding of the systems that support accounting. The individual is routinely responsible for many of the activities required to manage the district's varied accounting processes.

The Lead Accounts Payable Technician may perform in a team or project leader capacity on a special project assigned by the supervisor. In this mode, the Lead Accounts Payable Technician acts as a technical resource and provides guidance to Account Clerks and Fiscal Technicians. The Lead Accounts Payable Technician acts as a secondary technical resource to Account Clerks and Fiscal Technicians in support of the supervisor.

Under the general direction of the supervisor, assist in the distribution, coordination, and completion of accounting assignments; perform complex technical work involving fiscal and operating reports, documents, and records; has a detailed knowledge of departmental procedures and precedents; communicate information to the public effectively with confidence and accuracy.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform accounting duties related to the processing and/or payment of requisitions, purchase orders, work orders, invoices, travel requests, blanket orders, mileage reimbursements, contracts, utilities, pre-pays, and non-public schools. **E**

Set up sales tax for purchase orders; closing of district accounting records; encumber funds for the following fiscal year; set up liabilities for the current year; assist internal and external auditors for year-end accounting. **E**

Communicate with vendors and employees to arrange payment or resolve discrepancies as necessary; communicate with district departments and schools to obtain and provide information regarding purchases and charges, resolve discrepancies, and correct errors; obtain complete information for 1099 forms. **E**

Record, stamp, sort, match, and file invoices with proper vendor and account numbers; file payments, examine vendor reports, and make corrections as required; recap, verify balances, and adjust purchase orders. **E**

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other software applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; analyze data; operate standard office equipment. **E**

Prepare fiscal and operating reports, documents, and records; maintain and review financial and statistical records. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare balance sheets and income statements; assist with the implementation of the year-end process; have a detailed knowledge of departmental procedures, processes, laws, and regulations. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Act as a technical resource to Account Clerks and Fiscal Services Technicians; operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned. **E**

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years of experience in accounting in a medium to large organization, preferably a California School District or County Office of Education.

#### **LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score
General Accounting.....	80% Overall Score

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods and practices of accounting and financial record keeping.  
 General accounting principles and procedures, preferably including California school districts.  
 Current business office procedures and equipment including 10-key operation.  
 Applicable state and federal laws.  
 Operation of a computer, related software, and standard office equipment.  
 Interpersonal skills using tact, patience, and courtesy.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Report writing methods and techniques.  
 Oral and written communication skills.  
 Health and safety regulations.

##### **ABILITY TO:**

Perform the basic function of the position.  
 Maintain and review financial and statistical records.  
 Analyze and interpret fiscal records and documents, and prepare accurate and complete financial summaries and reports.  
 Perform computational tasks with speed and accuracy.

- Work with a minimum of supervision.
- Understand and carry out difficult oral and written instructions.
- Analyze and learn complex state and district laws, regulations, rules, and policies.
- Establish and maintain effective working relationships with district employees, vendors, and others.
- Work harmoniously in a team setting, and utilize effective leadership skills.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift light objects according to safety regulations.
- Complete work with many interruptions.
- Meet schedules and time lines.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and 10-key calculator; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read a variety of materials and reports related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date