Job Title: Accounts Payable Specialist

Job Code: 41025

JOB SUMMARY

The Accounts Payable Specialist is responsible for processing and verifying accounts payable transactions.

MAJOR DUTIES

Prepares and verifies accounts payable vouchers, enters data into PeopleSoft and submits checks to vendors;
Monitors budget expenditures pertaining to accounts payable and notifies supervisor if expenditures exceed budgeted amounts;
Monitors cash disbursements daily and monthly; prepares daily bank deposit(s);
Oversees or participates in the compilation of data and prepares standard accounting reports;
Audits travel expense statements for accuracy, authorization and compliance with state regulations;
Balances expenses and revenues to general accounting trial balance monthly.
Maintains vendor and other payable files;
Operates computers programmed with accounting software to record, store, and analyze information;
Verifies and corrects accounting and financial information;
Maintains records, files and documentation related to accounting processes;
Copies, distributes, receives, and/or mails letters, bills, memos, statements of account, and other documents and materials;

COMPETENCIES

Knowledge of basic accounting principles
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Associate’s degree in accounting, public administration or closely related field *and* Three (3) years of experience in accounting

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.