

# PERALTA COMMUNITY COLLEGE DISTRICT

## CLASSIFIED JOB DESCRIPTION

### ACCOUNTS PAYABLE SPECIALIST II (SEIU Salary Range 71) Job Code: 1023

#### CLASS PURPOSE

Under limited supervision, the Accounts Payable Specialist II performs a variety of tasks related to processing and generating payments to vendors, contractors, and consultants for the District's goods and services. The Accounts Payable Specialist II reviews complex issues regarding research, updates, and maintenance of records of all accounts payable transactions.

#### EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Receives, reviews, and reconciles invoices and purchase orders submitted for payment to ensure that goods ordered have been satisfactorily received before payment is processed.
- Works directly with college personnel regarding account inconsistencies; may draft various documents to address vendor issues and resolutions.
- Reviews and maintains information in the District's Electronic Content Management (ECM) system.
- Provides ongoing oversight of the ECM data, design, and configuration, as needed.
- Reviews, analyzes, and matches invoices and contracts for consistency with purchase order pricing and computation of amounts due; captures any refunds or adjustments indicated, and posts any credits and/or changes to the proper District accounts.
- Coordinates with the colleges, vendors, consultants, and departments to manage and resolve invoice inconsistencies regarding budget information, charges, coding and other documentation data.
- Follows up with vendors, college, and District leadership on outstanding issues to ensure proper and timely resolutions.
- Develops and provides management with PeopleSoft query reports for Accounts Payable and vendor-related data.
- Examines travel claims for completeness and accuracy of computations; processes claims for payment.
- Reviews, approves, and enters data for various transactions processed in the automated system for payment; organizes records, and updates and maintains the purchasing database, as required.
- Provides guidance to the college and District employees on the completion of various Accounts Payable-related documentation including requisition and budget transfer forms.

- May record, verify, update, and maintain the District's automated inventory system for capital equipment.
- May work with the Receiving department, business officers, and/or other appropriate District personnel to assure maintenance of an accurate inventory base.
- Prepares various Accounts Payable-related reports.
- Develop and track Accounts Payable documents and correspondence.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Three years of experience performing accounts payable duties or an equivalent combination of training and experience that could likely provide the required knowledge and ability.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta college's students, faculty, staff, and community.

### **DESIRABLE QUALIFICATIONS**

- Ability to perform a variety of tasks to process and generate payments to vendors for goods and services.
- Experience performing accounts payable transactions using PeopleSoft.
- Ability to accurately identify and resolve inconsistencies in orders or invoice charges.
- Knowledge of business office practices, clerical accounting procedures; math, filing, and record-keeping methods; telephone etiquette; and the operations of PCs and office machines.
- Ability to process accounting transactions and reports with accuracy and timeliness.
- Ability to handle messages accurately and succinctly.
- Ability to understand and carry out oral and written directions.
- Ability to read and write at the level required for successful job performance
- Ability to interact with outside vendors and employees with courtesy and tact.
- Possess excellent written and verbal communication skills.

### **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone.
- Constant work around and with people.

### **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.

**Job Description:** Accounts Payable Specialist II

- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and for color.
- Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.