



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Finance Specialist (Accounts Payable)**
Job Family: **Finance**
Prepared/Revised Date: **August 15, 2023**

FLSA Status: **Non-Exempt**
Pay Range: **FN15H**
Job Code: **50104**

SUMMARY: Responsible for accurate and timely processing of accounts payable transactions for the District. Acts as a liaison between District staff and suppliers regarding accounts payable transactions; including but not limited to the receipt of receiving documentation, invoices, and payment information. Responsible for management of District purchase orders from inception to close. Assists with other accounts payable-related duties, such as the purchasing card program, journal entries, 1099 reporting, and unclaimed property transactions. Actively participates in school and site training, onboarding, and maintenance of training materials and internal procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Process accounts payable for assigned vendors, including receiving, processing, verifying, and reconciling invoices to provide accurate and timely payments to vendors and maintaining complete and accurate accounts payable files and records and ensuring documents are retained in accordance with records retention requirements.	D	40%
2. Process employee and non-vendor reimbursements including, ensuring appropriate approvals, reviewing coding, ensuring requested reimbursements are correctly calculated and in alignment with the District's fringe benefit accountable plan.	D	10%
3. Provide support to the accountant administrating the p-card program including, account set-up, adjusting card limits and strategies, reporting fraud, and troubleshooting cardholder issues.	D	10%
4. Ensure transactions processed are authorized and accurate, including obtaining appropriate approvals, reviewing coding, and comparing invoices to purchase orders, prices, and terms.	D	5%
5. Review vendor statements and resolves payment status inquiries from vendors and school/site personnel, including researching vendor payment history, obtaining missing invoices, and communicating with vendors and school/site personnel as necessary to answer questions and resolve issues.	D	5%
6. Review journal entries submitted by schools/sites (primarily related to expenditure transactions), including ensuring supporting documentation is understandable and complete and coding is appropriate.	D	5%
7. Dispatch support requests from schools and sites to designated Finance staff.	D	5%
8. Attend work and arrive in a timely manner.	D	1%
9. Monitor the status of assigned purchase orders and accuracy of encumbrances including, following up on open purchase orders, incomplete shipments, etc., and working with appropriate school/site personnel to determine appropriate disposition.	W	5%
10. Provide assistance and support to schools/sites related to the procure-to-pay process, including vendor on-boarding, entering purchase requests, documenting receiving, coding of transactions, use of p-cards, and how to run system reports. Provide feedback to the schools/sites, and report trends that suggest training is necessary to the training team.	W	5%
11. Participate in on-boarding training, workshops, and school/site visits related to the procure-to-pay processes.	M	4%



12. Assist and implements procedures related to development, testing, and implementation of system projects related to accounts payable activities; designs and implements new accounting forms as needed.	Q	1%
13. Participate in cross-training and keeps abreast of finance technician tasks related to accounts receivable, cash receipts, and account codes.	Q	1%
14. Assist with the annual 1099 filing and reporting to ensure the process is completed timely and accurately.	A	1%
15. Assist in the identification, tracking and processing of unclaimed property including, preparation of files and notifications, responding to claimant questions, and issuing replacement checks.	A	1%
16. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D required., associate degree in accounting, finance or business administration preferred
- Two to three years of related work experience
- Equivalent combinations of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of general accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle or feed			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute				x
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	