# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
## Position/Job Description

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## SPECIALIST II, Finance, Accounts Payable

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### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two or more years of experience in accounts payable, accounts receivable, bookkeeping, or other related duties with a governmental agency or ~~a~~ large organization.
- Preferred experience in one or more of the following areas: customer service or help desk, data entry, funds verification, vendor statement reconciliation, purchase order verification, and/or detail researcher.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Microsoft Word, Outlook, and Excel spreadsheet preparation and basic formulas.
- PeopleSoft experience preferred.
- Excellent organizational skills, ability to maintain accurate and detailed records, and problem-solving skills.
- Good verbal and written communication skills.
- Ability to problem solve complex issues, strong team player with a collaborative mindset, and ability to adapt to periodic change.

### SUPERVISION

**REPORTS TO**   Manager, Accounts Payable
**SUPERVISES**   No Supervisory Duties

### POSITION GOAL

***To process vendor invoices in a timely and organized manner while maintaining accurate and up-to-date vendor statements, and fostering great customer service.***

### PERFORMANCE RESPONSIBILITIES

1. *Receive, record, and process all invoices, verify available funds via purchase order or cost strip, and verify account codes for accuracy.
2. *Answer phone calls and emails and return any messages within 24 hours.
3. *Provide customer support for vendor-related activities, such as the Virtual Payables Program.
4. *Maintain vendor statements monthly.  Request any outstanding invoices for research and processing.
5. *Verify employee travel reimbursements, approve new/updated vendors, and approve vouchers in workflow.
6. *Research and resolve any voucher issues.
7. *Support the cashier's office and other accounts payable team members.
8. Perform other duties as assigned by the Manager, Accounts Payable.
*Denotes essential job function/ADA

### EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work**  Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects.  Sedentary work involves sitting most of the time.  Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting**  Resting with the body supported by the buttocks or thighs.
**Standing**  Assuming an upright position on the feet particularly for sustained periods of time**.**
**Walking**  Moving about on foot to accomplish tasks, particularly for long distances.
**Finger Dexterity**  Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
**Repetitive Motions**  Substantial and continuous movements of the writs, hands, and/or fingers.
**Talking**  Expressing or exchanging ideas by means of the spoken word.  Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
**Hearing Acuity**  The ability to perceive speech and other environmental sounds at normal loudness levels.
**Visual Acuity**  The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors**  The worker is subject to inside environmental conditions.  There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

| PAY GRADE | POSITION CODES | | FLSA | | BOARD APPROVED |
|---|---|---|---|---|---|
| **C-C $34,422 - $61,131** | PeopleSoft Position | TBD | ☒ Applicable | | **October 12, 2021** |
| District Salary Schedule | Personnel Category | 16 | ☐ Not applicable | Previous Board Approval | **May 11, 1993** |
| Months 12 | EEO-5 Line | 51 | | | |
| Annual Days 258 | Function | 7500 | | | |
| Weekly Hours 37.5 | Job Code | 1670 | ADA Information Provided by | Todd Seis | |
| Annual Hours 1935 | Survey Code | 75032 | Position Description Prepared by | Todd Seis | |

*The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.*