**NORTHAMPTON SCHOOLS JOB DESCRIPTION**

**JOB TITLE: FINANCE TECHNICIAN:**

**ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs moderately complex technical and fiscal governmental account work in the Finance Division. Work involves overseeing disbursement and accounting of federal, state, local and capital outlay funds. Employee is responsible for ensuring proper and timely payment on vendor accounts, inter-school billings, payroll and various contracted services, and for preparation of associated accounting reports. Duties assigned to employees in the position may vary according to the specific needs of the division and/or allocation of workload. Reports to the appropriate supervisor.

# SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Audits invoices, staff development travel vouchers, and travel reimbursement vouchers; assign vendor numbers to invoices and batching invoices for processing.

Utilizes computerized data entry equipment and word processing and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information.

Scans checks with supporting documentation into system for file retainage.

Researches budget codes for appropriate usage and requests additional documents when necessary.

Attaches copies of checks to corresponding invoices, purchase orders, packing lists, agenda, sign-in sheets for staff development and mails checks; files completed accounts payable detail; maintains file of outstanding purchase orders, invoices, and receiving documentation.

Identified and resolves issues with past due invoices and issues/concerns with the vendor and school/department.

Reviews purchase orders for correct budget codes.

Prints edit list for approved

Prints and distributes purchase orders to departments and schools

Serves as the AS400 system operator ad security officer.

Setup and maintains system user profiles.

Loads patches/new versions/ software updates into the AS400.

Performs general AS 400 help desk duties

Keys all deposits/transactions into four separate checking accounts.

Performs reconciliation of all checking accounts.

Completes capital outlay reimbursements.

Contacts and confers with vendors and/or Schools personnel, as necessary, to resolve discrepancies in purchase orders, vendor invoices and associated records. Contacts school personnel about invoices pertaining to school purchase orders and purchases.

Answers telephone and greets visitors, receiving and responding to inquiries or referring callers to proper officials; records and relays messages, as necessary. Sorts incoming Finance mail.

Sorts incoming Accounts Payable mail.

Maintains copier, scanner, shredder, and printer for minor issues, paper and cleaning.

Assists school personnel/office support staff with AS400 transactions such as payments, purchase orders, transactions to budget codes.

Pulls supporting documents when necessary to assist staff with transactions and/or justify transactions.

Researches refund checks for purpose of refund and applies budget code.

Maintains spreadsheet for all travel and staff development by employee, department, location and budget code. Applies NCS travel policy to all travel and staff development.

Maintains spreadsheet for Utilities for tracking and payment purposes.

Performs other related work as required.

# MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level work in bookkeeping or accounting, with an associate's degree preferred, and 1 to 2 years of experience in accounting-technical clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

# MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, invoices, purchase orders, accounting journals, travel reports, checks, etc. Requires the ability to prepare correspondence, reports, vendor payment packets, etc., using proper format.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via the telephone.

# KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the operation of a computer and all peripheral equipment. Ability to type accurately at a rate of speed required for this position.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of state, local and school system fiscal regulations, policies and procedures.

General knowledge of accounting and office practices, methods and procedures used by the School System.

General knowledge of school system organization and operational policies and procedures.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to read and interpret various financial statements. Ability to reconcile accounts.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

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| **ACKNOWLEDGEMENTS** | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
|  |  |
| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  | |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

# DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.