

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ACCOUNTS PAYABLE SPECIALIST II

FLSA STATUS: NON- EXEMPT – PAY GRADE: 10 – C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accounts Payable Specialist II performs specialized tasks and duties in the accounts payable department. The Accounts Payable Specialist II applies standard departmental and organizational procedures as well as specialized departmental knowledge in performing complex auditing of invoices and expense reports. An employee in this position reviews documentation submitted for payment and verifies it meets all requirements before processing disbursements, as well as acts in a lead capacity to assist Accounts Payable Specialist with inquiries and training.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Review voucher information to ensure appropriate payment processing and proper account coding into the general ledger.

Input vouchers for payments against purchase orders and confirm accuracy of invoiced items.

Ensure historical records by uploading the respective documentation in a timely manner into the financial system.

Audit expense reports to ensure reimbursements meet all statutory and college requirements and communicate with internal personnel if additional information is necessary for payment processing.

Reconcile vendor statements, research and correct discrepancies.

Process vouchers for construction projects and ensure appropriate amounts of retainage are withheld until notified by project manager that funds can be released.

Interface with internal personnel in various departments as required to resolve issues relating to payment processing for suppliers.

Communicate externally with suppliers to ensure accurate and timely payment processing.

Assist internal personnel with inquiries related to processing vouchers and expense reports.

Review exception reports to resolve issues that would delay timely payments.

Review the ready to pay report to ensure the check runs are accurate.

Research payments received from suppliers to determine appropriate processing of overpayment or refund.

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Research payments made to suppliers to validate status of invoices.

Assist suppliers with questions regarding their 1099 tax forms.

Act as a lead capacity to resolve procedural questions and technical issues within the financial system as it relates to entering vouchers and expense reports

Assist with training Accounts Payable Specialist as needed.

Enter suppliers' information into the financial system. Verify Tax Identification Number, W-9 information, payroll information and research for duplicate Tin numbers prior to entering new supplier information.

Review and audit payments prior to mailing payments to suppliers.

Assist the Accounts Payable supervisor with reviewing supplier data for 1099 tax form preparation.

Perform various Purchasing Card reconciliation functions such as uploading information into the software system for reconciliation.

Maintains AP files and year-end files.

Perform supplier audits to ensure processing of timely payments.

Assist in month end closing.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the designated supervisor.

SUPERVISION EXERCISED

May exercise supervision over assigned student assistants and/or employees.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency degree and at least four (4) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).