



JOB TITLE: ACCOUNTING TECHNICIAN - PAYABLES
CLASSIFICATION: NON-EXEMPT
GRADE: 8
DEPARTMENT: FINANCE
REPORTS TO: CHIEF FINANCE OFFICER

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to monitor the purchases of the agency and to process payments to vendors providing services to the agency in compliance with the Ohio Revised Code. Employees in this classification perform clerical accounting work. Position is responsible for evaluating purchase requisitions, reviewing invoices, auditing check accounts, coordinating the bidding process and maintaining agency inventory. This position has a wide range of work responsibilities due to the extent of the departmental functions coupled with the small size of the Finance staff, As such this position will also be required to be proficient in the Accounting Technician/Payroll work. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Evaluates and audits purchase requisitions from agency department and obtains approval for purchase. Contacts vendors and negotiates favorable pricing. Recommends which vendor to select. Serves as bidding coordinator for major purchases of goods and services. Prepares purchase order and obtains approval. Maintains accounts payable files.

Reviews and compares receiving slips and purchase orders to verify accuracy and completeness of delivery. Audits vendor invoices and resolves discrepancies. Processes invoices using computerized accounting system to generate payments. Assembles voucher packet and obtains authorized signature on checks. Distributes payment to vendor.

Audits and reconciles agency bank statements for various checking accounts. Reconciles employee payroll taxes and retirement payments with total of agency payments.

Issues 1099 miscellaneous tax forms as required under IRS regulations.

Controls and maintains agency's inventory of office supplies.

ACCOUNTING TECHNICIAN - PAYABLES

Prepares daily investment recommendation based on monies available. Reviews activity processed on Agency accounts. ACH or wires money to Agency accounts or investment. Maintains ledger detailing investment activity. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system and financial accounting system.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by college level coursework or vocational training in clerical accounting procedures; supplemented up to two (2) years previous experience and/or training that includes accounts payable; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ACCOUNTING TECHNICIAN - PAYABLES

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Regional Income Tax Agency is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.