

Job Description

Position Title: Accounts Payable Specialist 2

Job Family: Financial Services

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 03

Position Summary:

The Accounts Payable Specialist 2 performs paraprofessional duties primarily associated with accounts payable, such as resolving internal and external concerns, advising College departments, processing and monitoring transactions, analyzing, reconciling, and reporting financial information.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Processes financial transactions, researches and resolves discrepancies.
2. Compiles data applicable to vendor payments and external reporting requirements.
3. Processes vendor invoices and payments.
4. Assists vendors and clients with questions pertaining to their interface with the department.
5. Assists with interpretation and application of policies, procedures and regulations related to areas of assignment.
6. Assists with internal and external audits.
7. Recommends process improvement for the department.
8. Assists with problem resolution and provides technical information and assistance to administration, faculty, staff, outside agencies, and the general public.
9. Prepares, analyzes, and maintain detailed College records, and government, statistical, and financial reports according to College and department policies and procedures.
10. Creates, reviews, interprets, and maintains a variety of records, systems, and logs.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles

5. Skill in analyzing data and drawing conclusions
6. Skill in effective communication (both written and oral)
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
 - Associate's degree in Accounting, Finance, or a closely related field of study preferred.
 - One (1) to three (3) years of accounting, bookkeeping, or related experience required
 - Three (3) to five (5) years of accounting, bookkeeping, or related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Passport Agent Certification may be required
 - Notary Public Commission may be required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check required
- Valid AZ Driver's License