

Leon County Public School Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Accounts Payable Specialist **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

337	Expenditure Authorization	Review various documents (e.g., purchase orders, work orders, travel requests, etc.) for fund availability and/or proper documentation. Authorize documents for subsequent processing.
336	Payment Review	Verify voucher or check, sign check, and mail payment.
334	Accounts Payable	Review invoices for accuracy. Match invoices with packing slips and purchase orders. Enter codes for accounting system. Coordinate with department that initiated the purchase. Answer vendor inquiries about payment.
335	Payment Issuance	Prepare checks. Initiate payment in the accounting system.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified areas of expertise.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational Training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	None
Type of Supervision:	N/A