

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.31**

**Position Title:** Accounts Payable Technician

**Reports To:** Director of Accounting

**SUMMARY**

The Accounts Payable Technician accurately processes payment of District obligations in a timely manner in accordance with District policies and procedures.

**QUALIFICATIONS/REQUIREMENTS**

The Accounts Payable Technician shall have earned a high school diploma or its equivalent; have a minimum of one (1) year experience in accounts payable; or any combination of experience and training that provides the required knowledge, skills, and abilities of the Accounts Payable Technician. This person should possess good organizational and interpersonal skills, be detailed oriented, work well under pressure, meet deadlines, and be ethical.

**COMMUNICATION SKILLS**

- Interact with, successfully present information to, and respond to questions from administrators, staff, and others in individual and group settings.
- Establish and maintain effective working relationships with administrators, co-workers, and vendors.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard business practices, methods, and procedures.
- Prepare and maintain data in the district's financial software.
- Work independently with minimal supervision.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.
- Operate with frequent interruptions, prioritize multiple tasks, work under stress, meet deadlines, and take direction.
- Learn and utilize new software programs as systems are upgraded.
- Ability to operate standard office equipment.
- Perform the duties of the Accounts Payable Technician in full compliance with all district requirements and Board policies and regulations.
- Maintains confidentiality.

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**ESSENTIAL JOB DUTIES**

- Verifies “three-way match” of purchase orders, invoices, and receipt of goods.
- Audits invoices and travel reimbursements for completeness and accuracy.
- Facilitates the timely payment of all outstanding purchase orders and invoices.
- Prints accounts payable checks and posts to the general ledger utilizing the district financial software, SISFin.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Organizes and maintains appropriate filing systems for all paid vouchers, copies of payment checks, and check registers.
- Prioritizes tasks, works effectively under stress, meets deadlines, takes direction, and works independently with minimal supervision.
- Produces accurate work.
- Assists in training departmental and school building secretaries in the proper use of SISFin and in business office procedures related to accounts payable.
- Supports Benefits as needed, most particularly during Open Enrollment
- Prepares information in response to ad hoc requests for payment histories.

**OTHER DUTIES AND RESPONSIBILITIES**

The Accounts Payable Technician may be called to perform other duties as assigned by the Director of Accounting, Chief Financial Officer, Superintendent, or Board of Education.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual(s) currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year for the Accounts Payable Technician is to be in accordance with the current pay plan and District policy.

**EVALUATION**

Performance of the Accounts Payable Technician will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.