

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ACCOUNTS PAYABLE AUDITOR**

#### **BASIC FUNCTION:**

Under the direction of the Director, District Business Services, audit district accounts payable check requests to assure requests meet established requirements and guidelines; assure warrants are paid in a timely manner; prepare and maintain a variety of records, registers, files and reports related to assigned activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Audit district accounts payable check requests to assure requests meet established requirements and guidelines including accuracy of district orders, compliance with budget and cash limitations and legality of expense; assure compliance with district policies and applicable sections of the California Education Code.

Assure warrants are paid in a timely manner; process requested checks according to established procedures; maintain daily registers of vendor checks printed and voucher lists; duplicate checks and file and send to appropriate department or district.

Prepare and maintain registers, lists, records, memos and reports related to assigned activities including cancelled checks, use tax posted, on-line district vendor check control total report and others as assigned; generate the daily accounts payable final report; prepare proof of delivery documents.

Audit regular and irregular batches prepared by districts or other County Office sites; verify funds and amounts and maintain related automated records; authorize issuance of vendor checks; notify district or appropriate site regarding changes or rejected authorizations.

Process walk-thru checks; maintain records of district, warrant, voucher, payment and stock numbers, and other walk-thru related data; prepare warrants for distribution.

Participate in various activities involved in public contracts including assuring proper bid and non-bid requirements are met, compliance with appropriate codes, and preparing and maintaining new and existing construction contract files.

Perform a variety of other tasks in support of assigned auditing functions including preparing forgery and lost check affidavits, verifying vendors have processed their warrants, filing district contracts for new and current vendors, processing cancelled checks and others as assigned.

Communicate with a variety of County Office districts, departments, site personnel and others to exchange information, resolve issues or concerns and coordinate activities.

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Operate a computer, assigned software and other standard office equipment as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, procedures and techniques involved in the processing of accounts payable.

General accounting and business functions.

Applicable laws, codes, policies and procedures related to assigned activities.

Financial and statistical record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Data control procedures and data entry operations.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

**ABILITY TO:**

Audit district accounts payable check requests to assure requests meet established requirements and guidelines.

Assure warrants are paid in a timely manner.

Compare numbers and detect errors efficiently.

Maintain accurate financial and statistical records.

Work independently with little direction.

Receive, review, process, sort and file various financial forms and documents.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting or related field and three years experience in accounts payable or related accounting function.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting for extended periods of time.