

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Accounts Payable Specialist

**BASIC FUNCTION:** Under the supervision of the District Controller, performs a variety of specialized clerical work verifying the accuracy of invoices, reimbursement and payment requests; reconciles reports; processes accounts payable payments including those from purchase orders, contracts, and district expenditures; communicates with District department managers and outside vendors; and prepares year-end accruals.

**PROVIDES WORK OR LEAD DIRECTION TO:** Accounts Payable Clerk

**REPRESENTATIVE DUTIES:**

1. Verifies accuracy of payment requests including travel, mileage, reimbursements, credit card payments, utility bills, prepayments, contractual agreement payments; verifies supporting documentation for completion and accuracy; and enters payments and other data to computer.
2. Prepares monthly and year end reconciliation of accounts, purchase orders, credit cards, and invoices.
3. Prepares payments for timely distribution and input into the Galaxy payables system to request warrants.
4. Prepares quarterly use tax reports, and yearly 1099 reports.
5. Reviews purchase orders noting terms and special action needed for the purpose of ensuring accurate and timely vendor payments.
6. Maintains vendor records; reconciles vendor statements.
7. Answers telephone and email inquiries from vendors, coworkers, and other department personnel.
8. Maintains paid payments files and records.
9. Processes liens filed against District vendors.
10. Sets up utility accounts for newly acquired buildings/offices and coordinates termination of accounts as necessary.
11. Prepares out-of-state tax reports and reconciliation.
12. May attend off-campus training seminars, as directed.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** Associate's degree or 60 units of college coursework from an accredited institution is required. College coursework in accounting is desirable. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full time experience equal to 30 semester units of college.

**EXPERIENCE:** Three years of directly related experience in financial recordkeeping is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Methods, practices, and terminology used in accounts payable, accounting, and contract analysis; office practices; computer software applications, including Excel and Word; the operation of business equipment, including computers, copiers, and calculators. Laws governing construction project payments, preliminary notices and stock notices. Modules of the Galaxy software system and the District's purchasing, accounting and budgeting policies and procedures.

June 2010; Revised 07-01-14

**ABILITY TO:** Learn and follow District procedures, standards, and practices; learn and apply laws and regulations; communicate effectively and analyze situations accurately; exercise judgment, initiative, and analytical skills; meet schedules and timelines; make mathematical calculations with speed and accuracy; operate calculator by touch; keyboard at a speed of not less than 40 net words per minute; develop and maintain pleasant and effective working relationships with both the public and other employees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Staff, faculty, administrators, vendors, County Office of Education.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.