

**JOB DESCRIPTION****Job Title:** *Accounts Payable Coordinator (9902)***Job Summary:**

Under the direction of the Internal Business Director, organizes and supervises the operations and activities of assigned staff for the purpose(s) of providing overall direction and guidance to the staff processing accounts payable, accounts receivable, purchasing services and student payroll. The Accounts Payable Coordinator monitors budgets and assists managers with changes, prepares financial reports for various agencies, and creates new accounting forms as needed. The Coordinator provides guidance, coordination and training to business and program staff on accounts payable and purchasing procedures and performs a variety of special projects with fiscal impact.

**Essential Functions:**

- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Instructs technicians for the purpose of ensuring that proper accounting practices and procedures are followed.
- Maintains a master list of programs for the purpose of providing information to staff.
- Maintains various fiscal information, files, and records (e.g., accounts payable, accounts receivable, payroll, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Operates a computer for the purpose of recording data.
- Plans calendars/schedules for the purpose of ensuring the timeliness of processing purchase orders and warrants.
- Reconciles a variety of accounts and reports for the purpose of ensuring accuracy.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Supervises Business Services Technicians for the purpose of ensuring the efficient operation of Business Services.
- Validates coding for the purpose of ensuring the accuracy of data input into the TCOE Standardized Account Code Structure (SACS) and/or HSS Oasis financial system.
- Verifies budgets for the purpose of determining whether there is adequate funding for purchases.
- Writes/conducts performance appraisals for the purpose of evaluating the work of the technicians.
- Reviews all year end vendor information for 1099 purposes
- Maintains physical records for TCOE's inventory
- Prepares and tracks Average Daily Attendance (ADA) for all TCOE County Operated Programs
- Assists Business Technicians and with meeting deadlines as needed

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - operate a computer and financial application software.
  - maintain records.
  - apply basic accounting practices.
- **Knowledge of:**
  - California Education Code, local, state, and federal laws, codes and regulations and requirements of county office organization, operations, policies, and objectives as related to assigned activities.
  - CalSTRS, CalPERS, and alternative retirement plans.
  - governmental accounting procedures.
- **Ability to:**
  - plan, organize, and assign accounts payable and accounts receivable workload; provide direction and guidance to assigned district and TCOE staff.
  - communicate effectively, orally and in writing.
  - interpret, apply, and explain rules, regulations, policy, and procedures.
  - establish and maintain cooperative working relationships with those contacted in the course of work.
  - prepare reports,
  - meet schedules and timelines,
  - maintain files.

Responsibilities include working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Five years of experience in accounts payable and/or accounts receivable.
- Two years of supervisory experience is required.

**Education Required:**

- Bachelor's degree in business, Accounting, or Finance.

**Certificates, Clearances, Licenses, Testing and/or Bonding Required:**

- Department of Justice and FBI Fingerprint Response.
- Valid California Driver's License and proof of automobile insurance.

**FLSA Status:** Exempt**September 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact us personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.