

Draft Classification Standards – Rev. 03/29/2024
Accounts Payable Technician Series

Class Title	Class Code	Issue Date	FLSA
<i>Accounts Payable Technician I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Accounts Payable Technician II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Accounts Payable Technician III</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Accounts Payable Technician IV</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the Accounts Payable Technician series are directly responsible for supporting accounts payable functions at the university. They are involved in a wide range of general and/or specialized administrative, technical, and analytical duties and functions. Accounts Payable Technicians engage with various stakeholders across departments.

Positions are assigned to classifications within the series based on the scope and complexity of accounts payable technician activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks that may include, but are not limited to, assisting with financial transactions, maintaining financial records, and preparation of financial reports and statements. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels within the series.

Accounts Payable Technician I – Entry-level position with limited prior experience completes tasks that have clearly defined processes, procedures, and routines. Assignments are routine in nature and involve following directions and procedures.

Accounts Payable Technician II – Position requires application of acquired job skills, and knowledge of relevant accounts payable systems and procedures to complete assignments and tasks. Draws from prior experience and training to exercise judgment when completing tasks that require some deviation from standard practice. Works independently with limited oversight on most day-to-day assignments. Communicates on matters that require some explanation and interpretation.

Accounts Payable Technician III – Incumbent applies broad knowledge of accounts payable practices and operational systems to complete complex assignments that require adjusting systems or processes to solve problems. Expected to independently resolve more complex transactional problems. Work consists of tasks that are typically not routine and require the ability to explain practices and procedures to achieve the desired outcome. Typically responsible for providing guidance to other employees within job area.

Accounts Payable Technician IV – Incumbent applies advanced knowledge of accounts payable practices and operational systems to complete complex assignments requiring independent research to solve problems.

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee's actual exemption status may differ based on salary rate and actual duties performed.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (May include but are not limited to):

- *Financial Transactions* – Reviews and processes invoices, ensuring accuracy and compliance with university policies and procedures. Verifies invoice details, obtains necessary approvals, and enters invoices into the financial system. Prepares and processes payments, including checks, electronic transfers, and wire transfers.
- *Vendor Management* – Maintains vendor records, including contact information, payment terms, and tax identification numbers. Responds to vendor inquiries and resolves payment discrepancies. Collaborates with vendors to ensure accurate and timely processing of invoices and payments.
- *Financial Recordkeeping* – Maintains accurate and current financial records, including vendor files and information, invoices, vouchers, and payments.
- *Customer Service* – Provides excellent customer service to internal and external stakeholders, responding to inquiries and resolving issues related to accounts payable. Maintains confidentiality and handles sensitive financial information with integrity.
- *Financial Systems and Technology* – Utilizes financial systems and technology tools to process accounts payable transactions efficiently.

ACCOUNTS PAYABLE TECHNICIAN I

Under direct supervision, performs entry-level duties by utilizing basic knowledge of financial record-keeping methods, procedures, and practices. Assists senior accounts payable technicians and accounting professionals. Performs routine tasks following detailed and established procedures. Work is reviewed for understanding of concepts and compliance with policies and procedures.

Work assignments typically include some or all of the following:

- ♦ Reviews financial documents for accuracy, completeness, validity, and compliance with standards.
- ♦ Processes financial transactions such as invoice processing, matching invoices with corresponding purchase orders, and check requests.
- ♦ Maintains files and records.
- ♦ Completes data entry and document management.
- ♦ Communicates with key stakeholders and suppliers on matters involving past due balances and account status.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ♦ Basic knowledge of financial record-keeping.
- ♦ Skill in following guidelines and adhering to standards.
- ♦ Attention to detail when reviewing documents for accuracy and completeness and completing data entry.

- Communication and interpersonal skills to collaborate effectively with team members, suppliers, and vendors.
- Ability to compute numbers and enter data rapidly and accurately.
- Ability to work independently and as part of a team and exercise tact and courtesy with diverse stakeholders.
- ♦ Computer skills including use of word processing and spreadsheet software programs, web browsers, and records management systems.
- ♦ Time management skills to complete work efficiently and on time.

Experience and Education:

Combination of experience and education which has provided the above knowledge and abilities which at minimum includes equivalent to one year of accounts payable experience or closely related financial record-keeping experience.

ACCOUNTS PAYABLE TECHNICIAN II

Under general supervision, performs full cycle accounts payable duties including reviewing, matching, data entry, and payment processing for outgoing payment obligations. Work is reviewed for soundness of technical judgment. Applies thorough knowledge and understanding of financial record-keeping methods and practices. Responsible for providing technical support for the university's accounts payable processes and customer service-related activities.

In addition to duties performed by the Accounts Payable Technician I, the Accounts Payable Technician II typically performs the following duties:

- ♦ Reviews payment requests, invoices, and vouchers prior to processing for accuracy against historical payment information.
- ♦ Processes voucher payment requests, including travel and hospitality reimbursements.
- ♦ Audits and reviews documents for accuracy and compliance with standards and policies.
- ♦ Balances and reconciles accounts.
- ♦ Investigates discrepancies and takes necessary corrective action.
- ♦ Audits expense reports and reviews travel expenses for compliance with university policies.
- ♦ Communicates with relevant stakeholders on matters requiring explanation or interpretation.
- ♦ Creates and maintains spreadsheets used in the preparation and generation of financial reports and analysis.
- ♦ Provides resolution to problems that require some judgment within defined practices/procedures to determine appropriate action.

MINIMUM QUALIFICATIONS:

In addition to Accounts Payable Technician I knowledge and skill requirements, work assignments typically require:

- ♦ Thorough knowledge and understanding of accounts payable, financial record-keeping, mathematical and general office methods, procedures, and practices.
- ♦ Analytical ability to apply accounts payable procedures and practices to the analysis and resolution of accounts payable related discrepancies.
- ♦ Proficiency in financial system software and spreadsheets.
- ♦ Strong attention to detail and accuracy in financial analysis and reporting.

- ◆ Organizational and time management skills to organize and prioritize work.
- ◆ Strong communication and interpersonal skills to provide explanation and interpretation of accounts payable related functions.

Experience and Education:

Combination of experience and education which has provided the above knowledge and abilities which at minimum includes equivalent to three years of accounts payable experience or closely related financial record-keeping experience.

ACCOUNTS PAYABLE TECHNICIAN III

Working independently under general supervision, applies comprehensive knowledge of accounts payable procedures and practices. Incumbents set objectives for their own work to achieve work unit goals. Resolves more complex transaction problems drawing from experience. Issues require a road understanding and independent research to solve these issues. Interprets and explains practices, procedures, and policies. Often provides guidance and coaching to others.

In addition to duties performed by the Accounts Payable Technician II, the Accounts Payable Technician III typically performs the following duties:

- ◆ Responsible for research and problem resolution. Works independently and directly with vendors, departments, and procurement services to resolve complex problems.
- ◆ Provides direction and training to other accounts payable staff.
- ◆ Maintains a thorough knowledge of state and university policies and procedures related to accounts payable transaction in order to provide detailed explanation to departments and vendors.
- ◆ Performs all functions related to payment generation. Monitors and resolves outstanding checks.
- ◆ Reviews and provides corrective action for reconciliations and reports prepared by accounts payable staff.
- ◆ Coordinates and assists with internal and external audits, providing necessary documentation and support.
- ◆ Conducts testing and provides technical/functional input regarding system functionality.

MINIMUM QUALIFICATIONS:

In addition to Accounts Payable Technician II knowledge and skill requirements, work assignments typically require:

- ◆ Thorough and advanced knowledge and understanding of accounts payable practices, rules, processes, and standards and strong understanding of financial record-keeping principles.
- ◆ Ability to solve complex transactional problems by analyzing and interpreting a wide variety of rules, processes, and regulations.
- ◆ Advanced analytical and organizational skills to organize, prioritize, handle, and set work objectives to achieve work unit goals.
- ◆ Advanced communication and interpersonal skills, with the ability to present complex financial processes, policies, and guidelines.
- ◆ Skill in mentoring, training, or overseeing the work of others.
- ◆ Advanced computer skills to appropriately troubleshoot and use financial systems and relevant software applications.

Experience and Education:

Combination of experience and education which has provided the above knowledge and abilities which at minimum includes equivalent to five years of accounts payable experience or closely related financial record-keeping experience.

ACCOUNTS PAYABLE TECHNICIAN IV

Working independently with minimal supervision, performs highly complex and challenging accounts payable work that requires broad understanding of accounts payable practices, policies, guidelines, and state and university regulations. Uses accounts payable expertise to provide expert advice and guidance on the appropriate processes and procedures to resolve unique issues. Serves as a key member of process improvement initiatives. May be responsible for revising or creating new procedures.

In addition to duties performed by Accounts Payable Technician III, the Accounts Payable Technician IV typically performs the following duties:

- ◆ Serves as a team lead and is typically responsible for training, delegating, and reviewing the work of other employees.
- ◆ Collaborates with management to review and revise accounts payable procedures.
- ◆ Serves as a technical accounts payable expert on projects related to system upgrades, implementations, and process enhancements.
- ◆ Responsible for complex and challenging transactional research and problem resolution that has significant impact on the department and requires application and interpretation of standards, guidelines, and policies to complex situations without direct prior precedent.
- ◆ Communicates on matters of significance and importance that requires a thorough understanding of policies, procedures, and standards as well as the ability to utilize persuasion.

MINIMUM QUALIFICATIONS:

In addition to Accounts Payable Technician III knowledge and skill requirements, work assignments typically require:

- ◆ Expert knowledge and understanding of accounts payable and financial record-keeping principles, policies, procedures, and standards and knowledge of accepted accounting principles.
- ◆ Expert knowledge and skill in applying and interpreting applicable standards, guidelines, and policies to challenging and complex situations.
- ◆ Thorough understanding of local, state, and federal tax regulations relating to the accounts payable function.

Experience and Education:

Combination of experience and education which has provided the above knowledge and abilities which at minimum includes equivalent to seven years of accounts payable experience or closely related financial record-keeping experience.