



ACCOUNTS PAYABLE TECHNICIAN

Job Code: 577APT
Bargaining Unit: 02
Effective Date: 3/18/2003

Description of Work

General Statement of Duties

Performs routine technical work involving testing, modifying and maintaining the district's Oracle financial system; audits purchase orders and pay vouchers in accordance with district policies; and performs related duties as required.

Supervision Received

Works under the supervision of a unit manager or supervisor and receives work direction from higher level technical staff.

Supervision Exercised

None

Typical Duties Performed

The duties listed may not include all the duties performed by all positions in this class.

Writes programs using Structured Query Language (SQL) that import invoices from Microsoft Excel to Oracle financials Accounts Payable.

Maintains SQL programs that import invoices into the Oracle financials and payables module.

Formats invoice data files to allow the SQL programs to read them correctly. Creates programs for importing invoices for new customers.

Transfers files to and from the local computer hard drive to the UNIX network file system using File Transfer Protocol (FTP).

Audits invoices and pay instruments to ensure accuracy.

Prepares and enters purchase orders into the computer system, audits for accuracy, and makes adjustments.

Manages accounting files including pay vouchers and purchase orders.

Performs research and provides advice and support for the Oracle financial system and operations.

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Typical Duties Performed (continued)

Assists in testing systems software and employee workstations, and resolving problems related to Oracle financials.

Assists in resolving problems related to the printing of Oracle forms and reports.

Knowledge, Skills and Abilities

Considerable knowledge of the Oracle financial system including public sector payables and purchasing.

Considerable knowledge of SQL.

Considerable knowledge of the UNIX network file system.

Working knowledge of bookkeeping procedures.

Working skills in operating office equipment including personal computers, printers, fax machines, copiers and calculators.

Working ability with Microsoft Office and File Maker Pro software.

Working ability to format files to allow SQL to read them.

Working ability to follow detailed instructions.

Working ability to do work that requires close attention.

Working ability to interact with other employees, vendors, contractors and the general public.

Working ability to communicate effectively, both verbally and in writing.

Working ability to prioritize work and meet deadlines.

Minimum Qualifications

High school diploma or GED and two year AA degree in computer programming or two years of practical programming experience one of which has been in Oracle financials applications.