Title: Accounts Payable Data Technician 2  
Pay Scale Group: 60

**Essential Function**

Under direct supervision, responsible for matching commodity information to system generated invoice receiver. Respond to vendor inquiries as needed. Relay payment information to vendors after research.

**Characteristic Duties**

1. Match commodity information to system generated invoice receiver;
2. Use SAP to process invoice and receiver transactions and to research correctness of invoice receiver;
3. Correct submitted invoice as necessary in accordance with SAP;
4. Respond to moderately complex vendor inquiries regarding payments;
5. Change unit costs and/or quality as necessary in order to conform with invoice receiver;
6. Perform related duties based on departmental need.

**Unusual Working Conditions**

- N/A

**Minimum Qualifications**

- High school/GED diploma and one year general office experience.