Title: Accounts Payable Specialist-9  Pay Scale Group: 62

Essential Function

Provide accounting support for the extended purchasing three-way match process.

Characteristic Duties

1. Utilize SAP for the purchasing/payment process.
2. Resolve most complex payment problems and discrepancies.
3. Advise departments on payment and purchasing policies and procedures. Respond to complaints and problems.
4. Assist and advice vendors on procurement and payment procedures. Resolve vendor payment problems.
5. Approve invoices for payment and debit department operating accounts when appropriated.
6. Perform all duties of lower level Accounts Payable classifications as needed.
7. Perform related duties based on departmental need

Unusual Working Conditions

N/A

Minimum Qualifications

High school diploma or GED certificate is required. Two years accounting experience is required. Knowledge of CRT keyboard and must be able to demonstrate use of calculator.