



JOB DESCRIPTION
Accounts Payable Analyst

DIVISION: Office of Finance	GRADE: 126
DEPARTMENT: Accounting Services	WORK DAYS: Annual
REPORTS TO: Director (Accounting Services)	FLSA STATUS: Exempt
CLASSIFICATION: Classified	DATE: 5/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Accounts Payable Analyst performs professional level accounting work that requires expertise in Accounts Payable which contributes to the District's overall financial health by ensuring that all vendor payments meet Generally Accepted Accounting Principles (GAAP) and district guidelines, policies and procedures for approval and documentation and are accurately processed in a timely manner. Must deliver a high level of customer service and demonstrate positive relationships with vendors to help facilitate a continuous supply chain of goods and services thereby preventing disruption to the District's core business functions.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in Accounting, Business Administration or Finance or equivalent combination of education and experience in Accounting, Finance, Business Administration or related field required.

CERTIFICATION/LICENSE:

- Professional AP certification credentials (current) preferred.

WORK EXPERIENCE:

- 4 years full-cycle Accounts Payable experience and knowledge of GAAP required.
- Experience in a high-volume electronic Accounts Payable processing environment is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to analyze, compare and interpret data, format into reports and make judgments based upon this knowledge.
- Demonstrated ability to communicate effectively both verbally and in writing. Demonstrated accuracy and attention to details.



- Ability to perform duties with relative independence and the capacity to work as part of a team when required.
- Ability to perform multiple assignments simultaneously.
- Skill in using Microsoft Office software and Lawson financial system for advanced analysis and useful reporting.
- Must be helpful, respectful, approachable and team oriented, building strong working relationships and a team environment.
- Must demonstrate efficiency by planning ahead, managing time well, having consistent attendance, being on time, being cost conscious and thinking of better ways to do things.
- Must achieve excellence in work output while adhering to company policies and regulatory requirements.
- Must communicate effectively by listening, writing and speaking clearly and accurately and keeping the team and management informed.
- Must be receptive to feedback, willing to learn and welcome continuous improvement.
- Must promote cross-training within the department and be willing to help coworkers during absences and high volume events.
- Ability to take initiative by owning assignments, doing what is needed without being asked and demonstrated follow through.

ESSENTIAL DUTIES

- Applies knowledge of accounting practice to the accounts payable function to assure that all transactions are properly processed.
- Resolves problems that require a working knowledge of accounting principles and uses independent judgment to determine acceptable options to resolve.
- Prepares and/or reviews reports to accurately convey results in accordance with generally accepted accounting principles, i.e., spreadsheets, graphs, charts and other related documents.
- Assist with reconciliation of all applicable month and year-end accounts payable and sub-ledger accounts.
- Serves as a backup for check run process in accordance to department schedule.
- May provide leadership to others working within the Accounts Payable unit.
- Examines a variety of documents for completeness, internal accuracy and conformance with uniform accounting principles.
- Interprets results of accounting reports to others.
- Ensures that the accounts payable processes and procedures are updated, effectively communicated and adhered to by district employees and vendors.
- Supports internal monitoring and auditing responding promptly to detected offenses, developing corrective action, and reporting findings.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.



Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.