

ACCOUNTS PAYABLE ANALYST I

Definition

Performs a variety of professional accounts payable duties required to analyze, verify, and reconcile accounts payable records; prepares financial reports; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Performs a wide range of accounting and accounts payable tasks; plans, organizes, and participates in the accounts payable operational activities using automated financial and procurement systems; analyzes and prepares various required and assigned financial reports; participates in analyzing and maintaining automated data and implementing policies and procedures that ensure the security and integrity of automated data; participates in analysis of accounts payable activities and provides technical advice, as needed; monitors advanced appropriated fund disbursements; administers various payment programs and conducts research for and internal review of accounts payable-related issues; and develops, prepares and/or assembles reports, charts, and graphs, as required.

Supervision Received/Given

Receives general supervision from a higher level analyst, coordinator, or director. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or related field, plus two years of progressively more responsible experience in accounts payable or fiscal management. Can demonstrate knowledge of the theory, methods, principles, and practices of governmental accounting management; understands basic generally accepted accounting practice and pronouncements of the governmental accounting standards board; ability to analyze and evaluate financial and accounts payable data and methods; ability to resolve problems; capable of preparing appropriate statements and reports; ability to effectively use automated financial systems; and ability to communicate effectively, both orally and in writing.



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Established:

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