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**JOB DESCRIPTION: SENIOR ACCOUNTS PAYABLE TECHNICIAN**

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<b>DEPARTMENT:</b>	Financial Services	<b>REPORTS TO:</b>	Accounting Manager
<b>JOB CLASS:</b>	Senior Technician	<b>PAY GRADE:</b>	16
<b>EXEMPT STATUS:</b>	Non-Exempt	<b>DATE:</b>	04/17/2012

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Senior Accounts Payable Technician uses critical thinking skills to operate beyond the established parameters to process invoices and payments made by Florida Virtual School. The Senior Accounts Payable Technician partners with external departments to properly process and maintain vendor payment files and assists the Accounting Manager in the maintenance of the general ledger system as needed. The Senior Accounts Payable Technician processes properly authorized financial transactions of Florida Virtual School in a timely manner. The Senior Accounts Payable Technician also supports training Accounts Payable Technicians and assists them in account processing as needed.

**ESSENTIAL POSITION FUNCTIONS:**

- Direct and assist AP technicians in approving invoices and processing payments; reconcile each AP check run and approve
- Process Purchase Order changes as requested through the help desk
- Post all wire transaction journal entries, as well as ADP Payroll JE's for out of state employees
- Act as school liaison for the school districts in the state for Advanced Placement Exam data and reimbursement
- Work with other FLVS departments to review outstanding PO's and work with teams to clear/close as needed, specifically at fiscal year-end
- Process and reconcile the Expense Expert ACH file in CrossPointe and transmits in a timely manner to SunTrust; post Expense file to Employee Online
- Analyze and process the P-Card transaction file monthly in CrossPointe
- Process all 1099's at year end; review revised 1099 laws to ensure accurate reporting
- Train/Assist technicians as needed as to the process of entering purchase order requisitions and how to receive PS's; train on the correct processing of invoices to ensure accurate and timely payments
- Maintain eFax for employees as requested; delete accounts for exit employees
- Process and issue check refunds as needed
- Assist outside auditor's with requested AP information for the required annual FLVS audit and provide in a timely manner
- Delegate to AP technicians various tasks as needed
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

**Education/Licensure/Certification:**

- Associate's degree; or equivalent combination of education and relevant experience

**Experience:**

- Two years' in the general finance field
- One year Accounts Payable experience

**Knowledge, abilities and skills:**

- Knowledge in computer use to enter, retrieve, and modify data
- Proficiency in Excel, Word, and Microsoft Outlook
- Ability to work with minimal supervision and meet deadlines
- Strong interpersonal and organizational skills
- Ability to review, classify, prioritize, and analyze problematic situations

**CORE COMPETENCIES FOR SUCCESS:**

<p><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<p><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust</i></p>	<p><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and</i></p>
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<i>and support peers; Encourages collaboration; Is candid with peers</i>	<i>potentially “fail fast”</i>
<p><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*