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Job Description

Job Title: Purchasing AP Technician

Reports to: Director of Materials Management
Department: Purchasing
Number of Days: 12 Months
Compensation: CA-11
Overtime Status: Non-Exempt
Date Job Revised: July 21, 2014

Position Summary: Work with vendors and users to expedite receipt of goods, reconcile invoices to purchase orders, resolve discrepancies and make appropriate system entries.

Qualifications/Job Requirements:

Education:

- High School diploma or equivalent

Specialized Knowledge, Licenses, etc:

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Experience:

- Two years Accounts Payable experience desired.

Specific Training/Skills:

- Requires MS Excel and 10-key proficiency, excellent organizational and accounting skills.

Physical Requirements (If Applicable):

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Other:

- Must have a pleasant personality, positive attitude, a proven ability to relate well to vendors and staff, and be extremely reliable.
- Must work independently with minimal direction.
- Knowledge of Munis financial software desired.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Site and ESC personnel
- External: Vendors

Duties and Responsibilities:

- Match all invoices and receiving documentation with existing purchase orders. Reconcile discrepancies to ensure material ordered is properly reflected on invoice and payment to vendors is processed.

- Follow-up with sites for receiving information and invoice copies.
- Work closely with vendors to expedite shipments, interpret and utilize aging reports to diminish lead-time, assume responsibility for timely vendor performance. Call or prepare and send inquiries to vendors, as necessary, and follow up appropriately and consistently.
- Create purchase order change orders on-line when adjustments are necessary.
- Reconcile monthly statements, investigate and resolve outstanding invoices, obtain proof of delivery if necessary.
- Coordinate with vendor and site to return incorrect or duplicate shipments when needed, including contacting vendors for their correct return and credit procedures. Follow through, without further supervision or direction, until issue is resolved.
- Recognize and honor payment terms, verify invoices, and enter information on-line.
- Interpret Munis financial system payment procedures to vendors and sites.
- Other duties and projects as directed by the Director of Materials Management.