AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST ACCOUNTS PAYABLE**			PAY GRADE:	**NIS 6**
DUTY DAYS:	**260**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**10/30/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. One (1) year of related experience is required. Fluency in Spanish/English is preferred.

SKILL REQUIREMENTS:

This position requires knowledge of general office practices, procedures, and office machines. This position will provide skilled complex assistance to the Accounts Payable department. Incumbent must be able to work independently, meet deadlines, and work with numerous interruptions. This position also requires alphabetizing and numerical skills, analytical problem-solving skills and being accurate in checking, reviewing and performing basic accounting. Employees in this position must have demonstrated skill in the use of technology to facilitate effective and efficient office administration. Incumbent must be able to communicate effectively via telephone and e-mail, deal with others in a diplomatic and professional manner, and exercise tact and judgment. Incumbent must have strong interpersonal skills to deal with staff of other offices or departments, and the general public. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for all vendor payments which can be produced either through Austin ISD's Purchasing Card Program, check requests, or a PO 3-way match. This position is introduced to the Pcard review process and responsible for reviewing an assigned amount of Pcard transactions.

ESSENTIAL FUNCTIONS:

- Receive and review documents relating to the accounts payable process.
- Match invoices and electronic receiving information with purchase orders and verifies accuracy of the billing when compared to purchasing requirements.
- Prepare vouchers for a high volume of transactions/ payments when all necessary documents are obtained.
- Research invoices and answers inquiries, whether written, telephone, or oral, from vendors and Austin ISD personnel concerning historical information and inconsistencies.
- Perform detailed review of Pcard transactions to ensure that purchases are made within AISD Board Policy, Contract & Procurement and Finance Procedures.
- Ensure all Pcard transactions are documented and coded accurately according to the TEA Financial Accountability System Resource Guide
- Submit journal entries and payroll deductions to PCard Billing Coordinator as necessary when reconciling Pcards.

- Assist Account Payable Specialists Sr with vendor invitations to the District's Payment Works platform.
- Assist with extra assigned tasks and projects as needed.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching

Lifting: Frequent moderate lifting and carrying (15 pounds)

Environment: **S**tandard office setting, occasional prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent regularly offers guidance and consultation to school personnel, vendors, administrators, and other Austin ISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws..

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	