



Crandall Independent School District

Job Description

Job Title: Accounts Payable

Wage/Hour Status: Non-Exempt

Reports To: Director of Business Services

Date Revised: June 9, 2025

Dept./School: Administration Building

Primary Purpose:

To perform various financial related duties for the district, including processing accounts payable, data entry, record keeping, financial reporting, providing research and possible resolutions to payable and financial data inquiries, assisting all district personnel to achieve efficient business-related functions.

Qualifications:

Minimum Education/Certification:

High School diploma or equivalent

Business related training preferred (e.g., TASBO coursework)

Special Knowledge/Skills:

Understanding of basic bookkeeping, especially as related to governmental accounting.

Proficiency on ten-key and keyboard, excel and word-processing.

Interpersonal skills for communication with vendors and district personnel.

Understanding of operations of various types of office equipment.

Interpretation and problem solving skills.

Organizational skills and detail oriented.

Ability to process paperwork with speed and accuracy while maintaining a high quality of work.

Experience:

Three (3) years of Accounts Payable experience preferred (or related business experience)

Major Responsibilities and Duties:

1. Process accounts payable checks on a weekly basis.
2. Process 1099 year-end reports.
3. Assign/checkout district procurement cards and monitor use.
4. Audit invoices and pay requests to ensure accurate payment.
5. Oversee the closing of Purchase Orders at end-of-year and monitor grant-closing rates.
6. Close purchase orders when purchasing transaction is complete.
7. File invoices and check copies in a timely fashion.
8. Assist in preparation for year-end financial audit.
9. Provide support for district personnel needing copies of paid invoices and check copies.
10. Maintain separate files of all invoices and pay applications for each construction project.
11. Oversee collection of insufficient fund checks.
12. Follow district safety protocols and emergency procedures.
13. Implement procedures to ensure timely and accurate processing of all accounts payable.
14. Work with administrators, principals, directors, and staff regarding accounts payable issues.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date