



Community Unit School District 300 Job Description

Position Title: Specialist - Accounts Payable	
Position Code:	Employee Group: DESPA
Salary Grade: 3	FLSA Status: Non exempt
Supervisor title: Chief Financial Officer or designee	
Date of preparation: November 2015 Revised: September 2026	

Job Purpose: The Specialist – Accounts Payable is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

1. Bachelor's degree in finance, accounting or other related field or 3 to 5 years of prior accounts payable experience with a strong understanding of accounting principles
2. Computer skills including but not limited to: Microsoft office or other office productivity software and the ability to use specialty software
3. Analytical thinking, critical thinking, and problem solving skills
4. Ability to work in a team and across departmental boundaries
5. Knowledge of office equipment
6. Ability to manage time and priorities efficiently
7. Strong interpersonal skills and ability to work cooperatively and efficiently
8. Must be cooperative, congenial, and customer service-oriented
9. Ability to communicate, read and write in English and perform basic math functions
10. Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
11. Must be able to lift 35 pounds
12. Ability to work under pressure to meet deadlines
13. Ability to work with frequent distractions and foster a professional office atmosphere

Essential Job Duties:

1. Process invoices for payment on a timely basis
2. Prepares all Board of Education approval reports for accounts payable check run
3. Prepare productivity software system reports required to comply with any and all Federal, State and local requirements i.e. FOIA, Audits, etc.
4. Review and process accounts payable check runs
5. Support district staff regarding accounts payable processing and procedures
6. Evaluate internal and external customers' needs and expectations and provide general customer service employing confidentiality, helpful communication, reasoning, problem solving skills and follow through.
7. Perform office duties including but not limited to: filing, data entry, digitize documents, accurate reporting, collecting, organizing and maintaining paperwork, records and communication systems
8. Be courteous and responsive to requests
9. Deal with confidential items in a professional manner
10. Support administration in the implementation of school district-wide policy and regulations

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.