



Edcouch-Elsa Independent School District
Human Resources Office
P.O. Box 127, Edcouch, TX 78538
Phone: (956) 262-6000 - Fax (956) 262-6032

Job Title: Accounts Payable Specialist
Reports to: CFO
Works with: District Personnel
Dept./School: Business Office

Exemption Status: Non-Exempt
Pay Grade: 09
Days: 226
Date Revised: 09.25.2026

Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficiency in use of calculator and office machines, Microsoft Word -Excel

Ability to communicate effectively

Experience:

One-year accounting experience at clerical level

Major Responsibilities and Duties:

Accounting

1. Receive and process for payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information.
2. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments.
3. Detect and resolve problems with incorrect orders, invoices, and shipments.
4. Contact district personnel and vendors to correct or obtain information needed.
5. Confirm balances in accounts for all requisitions.

6. Prepare and distribute paid invoices at designated times.

Data Entry

7. Input accounting data into automated accounting system using personal computer.

Records and Reports

8. File office copies of checks, requisitions, invoices, and purchase orders.
9. Keep records up to date.
10. Maintain vendor files and set up new accounts when changes occur.

Other

11. Communicate current status of invoices to campus staff.
12. Prepare correspondence using personal computer.
13. Receive incoming calls, answer questions, and direct calls to the proper party.
14. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
15. Performs all other duties as assigned by supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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

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: May work prolonged or irregular hours

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

This 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.

Reviewed by _____ Date _____

Received by _____ Date _____