



Job Title: Accounting Specialist I Payables Clerk

Exemption Status: Nonexempt

Reports to: Assistant Director of Finance

Date Revised: December 2025

Dept. /School: Finance

Pay Grade: P16

Primary Purpose:

Under general supervision, perform bookkeeping, maintain district financial records, and train campus and department secretaries and accounting clerks.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- TASBO Certification preferred

Experience:

- Minimum of one (1) year of experience or college coursework in accounting-related subjects

Special Knowledge/Skills:

- Knowledge of bookkeeping principles and practices
- Ability to use a computer and software to develop spreadsheets and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to work with numbers accurately and rapidly to meet established deadlines

Major Responsibilities and Duties:

Accounting/Payables

1. Receive and process all accounts payable invoices, check requests, purchase orders, receipts, and vendor information for timely payment.
2. Verify invoices and purchase orders to ensure completeness and accuracy before payment.
3. Detect and resolve problems with incorrect orders, invoices, and shipments.
4. Input data into the accounting system.

Records and Reports

5. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
6. Compile, maintain, and file all reports, records, and other documents as required.
7. Maintain vendor files and set up new accounts, and make changes as they occur.
8. Work with staff and vendors regarding accounts payable issues.
9. Receive incoming calls, answer questions, and direct calls to the appropriate party.

Other

1. Maintain confidentiality.
2. Perform all other duties as assigned.

Supervisory Responsibilities:

None.



Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; transporting training material, including books and large paper tablets

Posture: Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, continual sitting and reaching, repetitive hand and arm motions, frequent keyboarding, and use of a mouse.

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

Environment: May work prolonged and irregular hours; frequent district-wide travel and occasional statewide travel

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

This document describes the general purpose and responsibilities assigned to this job. It 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 _____