Hays Consolidated Independent School District

Department of Human Resources

Job Title:	**Finance Specialist II – Accounts Payable**	**Wage/Hour Status:** Non-Exempt
Reports to:	Accounts Payable Supervisor	**Pay Grade:** PP07, 226/230 days
Department:	Business & Finance Division	**Date Revised:** March 2026

Primary Purpose:

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

Qualifications:

Minimum Education/Certification:
High school diploma or GED

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

Special Knowledge/Skills:
Knowledge of basic accounting procedures
Ability to use personal computer and software to develop spreadsheets, databases and word processing
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Possess strong communication skills
Ability to meet deadlines and possess strong organizational skills

Experience:
Three years accounting-related experience at clerical level, preferably in Texas school finance.

Major Responsibilities and Duties:

1. Review and process vendor invoices, p-card purchases, travel reimbursements, employee and non-employee reimbursements for payment while ensuring compliance with district purchasing policies.
2. Assist with the preparation/execution of weekly check runs.
3. Ensures all vendor invoices are processed according to the Prompt Payment Act.
4. Manage vendor accounts to ensure information is current and accurate.
5. Reconcile vendor statements monthly to identify missing invoices, payments, or outstanding credits.
6. Investigate and resolve vendor invoice discrepancies, including price mismatches, quantity shortages, unauthorized charges, etc.
7. Collaborate with district staff to resolve invoice discrepancies and ensure proper coding of expenses.
8. Provide training and ongoing support to district staff on the ERP system to enhance efficiency and effectiveness.
9. Maintain accurate, organized, and secure digital or physical files for all vendor payments, invoices, and supporting documents in accordance with records retention policies.
10. Assist Finance leadership and/or internal and external auditors by providing requested documentation, including invoices, POs, and check copies.
11. Analyze and approve/deny employee credit card allocations to ensure proper business purpose, receipt support, and adherence to district spending policies.
12. Follow district safety protocols and emergency procedures.

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

EEOC Statement:
Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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. Positions are extended annually based upon availability of funding.

Signature of acknowledgement indicates a receipt of aforementioned information.

______________________________________	________________
Employee Name (please print)	Date
______________________________________	________________
Employee Signature	Badge #