

**Hardin-Jefferson ISD**  
Job Description

**Accounts Payable Specialist**  
Business Office

**Job Title:** Accounts Payable Specialist

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Finance

**Pay Grade:** 13

**Dept. /School:** Business Office

**Date Revised:** May 13, 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

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. Prepares 1099 forms as required by Internal Revenue Service.
6. Prepare and distribute paid invoices at designated times.
7. Input accounting data into automated accounting system using personal computer.
8. Prepare and process deposits.

**Clerical/Records and Reports**

9. File office copies of checks, requisitions, invoices, and purchase orders.
10. Keep records up to date.
11. Assist with maintaining vendor files and set up new accounts when changes occur.
12. Monitor and take action on outstanding purchase orders.

**Other**

13. Assist with vendor fairs.
14. Assist with maintaining department webpage.
15. Communicate current status of invoices to campus staff.
16. Prepare correspondence using personal computer.
17. Receive incoming calls, answer questions, and direct calls to the proper party.
18. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
19. Assist with reconciling general ledger bank balances with bank statements
20. Maintain files in compliance with District Records Control Schedule.
21. Prepare quarterly sales tax reports.
22. Follow established safety procedures and techniques.
23. Report promptly to the supervisor any accident or illness of staff or students.
24. Other duties as assigned by administration.
25. Promote, participate, and facilitate in a teamwork center manner.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, calculator, computer, and printer.

**Hardin-Jefferson ISD**  
Job Description

**Accounts Payable Specialist**  
Business Office

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_