



## HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

### Senior Accounts Payable Specialist

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<b>Reports to:</b>	<b>Accounts Payable Manager</b>
<b>School/Department:</b>	<b>Financial Services Division – Accounts Payable</b>
<b>Pay Grade:</b>	<b>Office Professional Pay Grade 7</b>
<b>Wage/hour status:</b>	<b>Non-Exempt</b>
<b>Created/revised:</b>	<b>December 2020</b>

#### Primary Purpose:

Provide office professional support necessary to pay the obligations of the District and assist the Accounts Payable Manager in processing the weekly check run, overseeing the accuracy of reports, cash vouchers, and requisitions; trains the support accounts payable staff and district bookkeepers; assists the Purchasing Card Accountant with the P-card review and payment process; logs account transactions; prints checks, distributes payments, and answers account inquiries.

#### Qualifications:

##### Education/Certification:

- High school diploma or GED
- Fifteen (15) hours of college accounting coursework or comparable from an accredited college or university recognized by the US Department of Education. Bachelor's degree preferred.

##### Special Knowledge/Skills:

- Knowledge of accounts payable or accounting terms, methods, and procedures.
- Knowledge of educational or governmental bookkeeping and purchasing practices and procedures.
- Knowledge of purchasing card applications and processes.
- Skill in interpreting the application of law and regulations pertaining to the financial records maintained.
- Skill in analyzing financial activities and applying appropriate resolution to problem situations.
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and banking software packages.
- Skill in mathematical calculations, data entry, and ten key calculator.
- Skill in detailed numeric/clerical work and processing high volume transactions.
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines.
- Ability to maintain confidentiality of privileged and sensitive information.
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment.
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, vendors, and outside organizations.

##### Experience:

- Four years of accounts payable or accounting experience required with two years being in a school district or closely related industry preferred.
- Experience in an administrative lead role within a financial setting preferred.



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**Major Responsibilities and Duties:**

**Accounts Payable/Office Professional Support**

1. Assist in leading the daily workflow and activities of the accounts payable staff.
2. Attend and participate in all staff meetings for Accounts Payable and Accounting Departments.
3. Assist with stamping and sorting incoming and outgoing mail.
4. Audit and/or process purchase order payments including matching of purchase order to the receiving record and verification that the invoice is numerically accurate; determination of the correct amounts for complete and partial payment; and investigation and correction of errors involved with all aspects of the purchase order.
5. Assist with review of Purchasing Card submissions for proper documentation.
6. Assist with problem resolution of vendor, payment, and/or encumbrance issues.
7. Process invoice modification as approved by Finance for budget code allocation.
8. Process requests at the bank via online banking for inquiries and POS Pay exceptions as needed.
9. Perform assigned duties for year-end close.
10. Input account data and keep records up-to-date.
11. Catalog office supplies and submit order request to Accounts Payable Manager for approval.
12. Assist with trainings of Accounts Payable personnel and bookkeepers.
13. Communicate current status of invoices to campus staff by phone or e-mail.
14. Prepare correspondence.
15. Receive incoming calls, answer questions, and direct calls to the proper party.
16. Ensure compliance with state and district policies and regulations concerning primary job functions.
17. Scan additional documentation into Tyler Content Manager as needed.
18. File items that have been scanned by the Document Specialist from the check run.
19. Assist with implementation of new procedures within the department.
20. Maintain, code and process fuel payments, utility payments, daily mileage, direct payments, telecommunication payments, and other vendor payments as assigned.
21. Review and process Travel Reimbursements for District employees and Board Members, as assigned.
22. Maintain a positive and effective relationship with coworkers, supervisor, other District personnel, and vendors.
23. Communicate effectively with Purchasing Department, Finance Department, campus/department bookkeepers and principals, and other personnel.
24. Support the District and Accounts Payable Department through a strong work ethic and punctual attendance.

**Communication**

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, vendors, and outside agencies and organizations.



**Other**

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Financial Services Division.
2. Attend meetings as required.
3. Maintain an organized work environment.
4. Maintain a professional appearance.
5. Adaptable to new procedures and changes.
6. Perform other duties as assigned.

**Supervisory Responsibilities**

1. Provide work guidance in coordination and agreement with the Accounts Payable Manager to support staff engaged in accounts payable activities.

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

- Maintain emotional control under stress.
- Occasional prolonged and irregular work hours.
- Occasional travel outside of school district boundaries.
- Workload is deadline driven.
- Prolonged use of equipment and computer with repetitive hand motions.
- Office is comprised of open cubicles and may provide frequent interruptions.
- Frequent contact with community and/or other district/campus employees.
- Daily attendance and punctuality are essential functions of the job.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_