



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Accounts Payable Specialist

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Reports to:	Accounts Payable Manager
School/Department:	Financial Services Division
Pay Grade:	Office Professional CS6 226 Days
Wage/hour status:	Non-Exempt
Created/revised:	March 2016

Primary Purpose:

Provide office professional support necessary to assist and support the Accounts Payable Manager in the timely and accurate preparation, processing, distribution, and recording of all district payments made through the accounts payable financial system ensuring that appropriate support and documentation is provided for all payments processed.

Qualifications:

Education/Certification:

- High school diploma or GED
- Nine (9) hours of college accounting coursework or comparable from an accredited college or university recognized by the US Department of Education 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
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems
- 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:

- Minimum one year of accounts payable or accounting experience
- School district or closely related industry preferred

Major Responsibilities and Duties:

Accounts Payable/Office Professional Support

1. Sort incoming and outgoing mail
2. Input account data using personal computer
3. 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
4. Verify invoices are numerically accurate and determine calculations for complete and partial payments



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5. Investigate and correct errors involved with all aspects of payments made to vendors/suppliers
6. Assist in processing weekly check run
7. Responsible for assigned duties at year end close
8. File office copies of checks, invoices, and all supporting documentation
9. Communicate current status of invoices to campus and departmental staff and vendors by phone or e-mail
10. Prepare electronic correspondence
11. Receive incoming calls, answer questions, and direct calls to the proper party
12. Communicate effectively with Purchasing Department, Finance Department, campus/department bookkeepers and principals, and other personnel
13. Support the District and Accounts Payable Department through a strong work ethic and punctual attendance

Communication

14. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations
15. Provide outstanding customer service
16. 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. Adapt to new procedures and changes
6. Perform other duties as assigned

Supervisory Responsibilities:

1. None

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

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 _____