



## LEAD SPECIALIST, ACCOUNTS PAYABLE

Rev. July 2025

**Job No.:** 507

**Reports to:** Senior Director, Financial Services

**Dept./Campus:** Financial Services

**FLSA Status:** Non-exempt

**Pay Grade:** 507

**Term:** 226 Days

### PRIMARY PURPOSE:

To oversee the accurate and timely disbursement of school district funds to vendors and employees and maintain accurate, auditable records of payments so that maximum services may be provided with the available financial resources of the district.

### MAJOR RESPONSIBILITIES AND DUTIES

- Oversee the day-to-day operations of the accounts payable department including processing, examining, verifying, and reconciling a variety of transactions in a timely and accurate manner.
- Verify the accuracy of budget codes on purchase orders, requests for check, and employee expense transactions and ensure proper supporting documentation is included for disbursements.
- Oversee travel function within A/P by assisting campus and department personnel with student/staff travel inquiries to ensure compliance with district reimbursement policies.
- Process the District's weekly check run and prepare the EFT and positive pay files for Treasury staff to remit the bank.
- Review, research, and reconcile invoice/payment discrepancies and address and respond to staff and/or vendor inquiries in a timely manner.
- Provide support to accounts payable staff through research and troubleshooting.
- Assist with training of new AP staff and/or serve as a back-up.
- Generate A/P aging reports at regular intervals to monitor outstanding purchase orders, employee expense requests, and invoices and to analyze encumbrance balances.
- Assist in fiscal year-end close to ensure accuracy of accounts payable transactions and financial statement reporting.
- Develop annual accounts payable schedule(s), determine deadlines, and accommodate workflow, bank holidays, school duty calendars, and the needs of the department.
- Collaborate with the Procurement department regarding the maintenance of vendor records within MUNIS for address changes, bank account changes, taxpayer I.D.s and 1099 eligibility.
- Oversee the preparation and submission of the annual IRS 1099 filing for all appropriate vendors.
- Assist during the external audit process by answering questions and providing documents, reports, and other accounts payable related data upon request.
- Periodically review and update accounts payable and travel procedures and assist with providing district-wide training, including annual Business & Operations Guidelines training, workshops, and one-on-one training as requested.
- Keep abreast of legal, regulatory, and policy developments affecting the accounts payable function, and ensure compliance with all applicable policies, rules, regulations, and laws.
- Participate in special projects and process improvement initiatives.
- Monitor accounts payable operations with Accounting, Purchasing, and confer with other administrative and technical staff regarding changes and new systems; participate in developing, implementing, and testing procedures. Assists in developing procedures and policies, testing system enhancements and implementation
- Assist with completion of public information requests as needed.
- Assist with implementation and management of the district travel program.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Assist all other department staff if workload permits.
- Notify supervisor of any questioned costs/transactions.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- Associate degree in accounting, business or math or equivalent combination of training/experience to demonstrate ability to do the job.
- TASBO certification preferred.
- Experience in accounting or accounts payable, minimum 5 years.

#### **Knowledge/Skills/Abilities:**

- Knowledge of software; proficient in spreadsheet, word processing; database desired; presentation software desired; knowledge and experience of office productivity software; knowledge of good accounts payable practices; proficient in use of PC, calculator, and other office machines.
- Skilled in communication, accuracy, interpersonal relations, organization, and customer service.
- Ability to use personal computer and software to develop accounting reports, spreadsheets, and databases.
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail

#### **Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.