



SPECIALIST, ACCOUNTS PAYABLE

Rev. July 2025

Job No.: 5602

Reports to: Senior Director, Financial Services

Dept./Campus: Financial Services

FLSA Status: Non-exempt

Pay Grade: 506

Term: 226 Days

PRIMARY PURPOSE:

To accurately disburse school funds to vendors and efficiently maintain accurate records of school funds so that maximum services may be provided with the available financial resources of the district.

MAJOR RESPONSIBILITIES AND DUTIES

- Perform duties in compliance with district policies, state, and federal regulations. Process purchase order payments, ensuring proper documentation is attached.
- Receive, review, and match invoices to purchase orders.
- Communicate with campus to assure that proper documentation is coordinated for timely payment to vendors.
- Enter expenditures into computer payable system for processing of checks; may process other forms or payment including reimbursements, refunds, and utilities.
- Maintain numerical check files and numerical purchase order files according to standard accounting procedures for efficient cross-reference documentation.
- Make bank deposits and enter revenue, as delegated. Process weekly finance check runs.
- Continually improve knowledge of school district account code system – check for accurate budget codes.
- Communicate with disbursement requestor if funds are not available.
- Complete all work on time to meet payment scheduling.
- May process travel reimbursement as delegated; must assure that all requested disbursements comply with district travel policy.
- Notify supervisor of any questioned costs/transactions.
- May process procurement card disbursements and submit reconciling documentation as delegated. Communicate with Human Resources to verify contractor vs. employee status of requested payments.
- Contact district staff and vendors to correct or obtain information needed.
- File office copies of checks, requisitions, invoices, and purchase orders on a timely basis.
- Keep records up-to-date, and complete public information requests as needed.
- Update vendor profiles as needed and set up new budget codes when changes occur, as authorized. Assure no “contract” payments are made without central office contract sign-off.
- Actively participate in fiscal year end close.
- Respond to vendor and staff inquiries regarding payments; research as needed.
- Assist all other department staff if workload permits.
- 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.
- Experience in bookkeeping or accounting work.

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; and proficient in use of PC, calculator, and other office machines.
- Skill in communication; accuracy; interpersonal relations; organization; and customer service.

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/or to 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.