

Pflugerville Independent School District - Job Description

Job Title/Position:	Associate Lead, Accounts Payable	Department/School:	Finance
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Director of Finance
FLSA:	Non-Exempt	Date Revised:	November 2022

Primary Purpose:

Assist in the prompt and accurate payment of all expenses incurred by the district. Process purchase orders and invoices and maintain accounting records. Perform various accounting and clerical support duties.

Minimum Qualifications (Experience / Education / Certification):

High school diploma and two years of related experience.

Major Responsibilities:

1. Receive, process, and pay all accounts payable invoices, purchase orders, etc.; match invoices with proper purchase orders; sort paperwork into stacks for full-pay, direct pay and vendor invoices, enter payment amount, vendor and account numbers into computer for accounts payable checks cycle.
2. Schedule and print accounts payable checks and payment stubs, place them in envelopes and check vendor names, address and amount paid.
3. Ensure completeness and accuracy of invoices and shipments.
4. Detect, research and resolve problems with incorrect orders, invoices, and shipments; contact district personnel and vendors to correct or obtain information needed;
5. Prepare and distribute paid invoices at designated times; check statements for past due amounts and research; periodically review open purchase orders and research why dated purchase orders have not been paid; purchase order list to school for follow up.
6. Post activity receipts; perform other posting duties as needed including weekly cafeteria receipts, cancelled checks and non-sufficient funds checks.
7. Provide Accounts Payable training to department and campus personnel.
8. Maintain Accounts Payable process and procedures per District policy.
9. Provide clerical support to the department including: memos, spreadsheets, monthly activity account reports, procedures manual, budget book, 1099 forms, etc.; open, sort, and distribute all departmental mail; order office/copier supplies as needed.
10. Process IRS 1099 forms, distribute, and mail to applicable vendors
11. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
12. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of accounting and basic auditing principles
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to, personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands / Physical Demands / Environmental Demands):

Maintain emotional control under stress; repetitive hand motions; must be able to lift and/or carry at least 30lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____