

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Specialist Accounts Payable	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Accounts Payable Supervisor	PAY GRADE:	770
DEPT/SCHOOL:	Financial Services	DATE REVISED:	1/26/12

PRIMARY PURPOSE:

Pay vendors for services and merchandise. Handle confidential information. Assist district personnel in all aspects of procedures on purchase orders and direct pays. Process daily edits and reports for correctness on computer generated documentation.

QUALIFICATIONS:

Education/Certification:

High School diploma or equivalent

Special knowledge/Skills:

- Data entry skills – accuracy and speed are factors
- Proficient use of computer and software
- Knowledge of basic accounting procedures
- Proficient keyboard and e-mail skills
- Proficiency in use of basic office machines
- Ability to work under pressures of deadlines
- Good organizational skills and detail oriented and analytical thinker
- Effective communication and interpersonal skills
- Ability to use calculator (10-key by touch)
- Willingness to be a good team player
- Willingness to execute written employment contract with Plano ISD

Experience:

- One to two years of accounting experience (prefer six months to one year of accounts payable experience)
- Experience using fully integrated accounting software preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Receive and process vendor invoices with accuracy being imperative
Keep records up-to-date
Keep statements current
Detect and resolve problems with incorrect orders, invoices, and shipments.
Communicate with campus and department staff.
Enter data for vendor maintenance.
Audit and approve direct pay requests for payments.
Distribute incoming invoices and statements to correct personnel
Scan all documents weekly
Receive incoming calls, answer questions, and interaction with internal office staff and PISD vendors as required.
Balancing of accounts payable documentation for weekly check run to verify information is correct and meets auditor's guidelines.
Keep informed of and comply with policies and regulations concerning primary job function.
Assume duties of supervisor as needed when supervisor and team leader are absent.
Follow rules, regulations, and policies of Plano ISD and follow directives from superiors.
Follow attendance policy as assigned by supervisor.
Perform other functions that may be assigned by administration and/or supervisor

EQUIPMENT USED:

Uses copier, calculator, computer, printer, telephone, postage machine, and scanner

WORKING CONDITIONS:

Mental Demands:

Reading and ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbally and in writing); ability to operate personal computer; ability to meet established deadlines; ability to maintain accurate and auditable records. Maintain a positive attitude while dealing with problems and complaints. Team player; ability to control emotions under stress. Ability to concentrate during distractions and stressful situations.

Physical Demands/Environmental Factors:

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, pulling, and lifting. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 lbs.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by _____ Date _____

Reviewed by _____ Date _____

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.