

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title	Specialist Accounts Payable	Wage/Hour Status:	Nonexempt
Reports To:	Manager Accounts Payable	Pay Range:	770
Dept./School:	Financial Services	Date Revised:	05/16/2023

Primary Purpose:

Responsible for performing a variety of critical support duties within a centralized Accounts Payable department in compliance with school district policy and in accordance with federal and state laws governing non-payroll payments. Follow established procedures to accurately track what is owed to vendors and ultimately controlling expenses by fulfilling payment obligations and receiving, processing and verifying invoices according to standard accounting procedures within an existing team in a high-volume department.

Qualifications:

Education/Certification:

Associates Degree or equivalent work experience

Special knowledge/Skills:

Excellent communication, customer service and interpersonal skills

Ability to work under pressure of deadlines

Data entry using 10-key with emphasis on accuracy and attention to detail

Comfortable with math, calculations and spreadsheets

Competent with computer software including MS Excel and G Suite

Strong time management, organizational and planning skills

Strong problem identification and resolution skills

Knowledge of basic accounting procedures

Small group presentation capability

Experience:

2-3 years Accounts Payable experience (preferred)

General Accounting experience

Office Manager experience within and educational setting (preferred)

Experience working with fully integrated automated financial accounting system

Major Responsibilities and Duties:

Manage a generous workload within centralized accounts payable department

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- Provide daily support to district staff
- Review invoices for appropriate documentation and approval prior to payment
- Compare purchase orders, prices terms of payment and other charges
- Ensure invoices pay in a timely and accurate manner while adhering to departmental procedures
- Establish and maintain relationships with new and existing vendors
- Reconcile vendor statements, research and resolve discrepancies
- Collect ACH/Direct Deposit and W-9 forms for new and existing vendors as appropriate
- Participation in professional learning opportunities
- Perform duties in a professional manner with ability to be involved directly with confidential or sensitive information
- Follow rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions assigned by the Administration and/or supervisor

Equipment Used:

Computer, calculator, copier, printer, scanner and phone

Working Conditions:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional prolonged work hours; frequent standing, stooping, bending, kneeling, pushing, and pulling; prolonged use of computer and repetitive hand motions; occasional lifting and carrying up to 15 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05/16/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____