

## **Killeen Independent School District Job Description**

**Job Title:** Accounts Payable Analyst  
**Reports To:** Accounts Payable Specialist  
**FLSA Status:** Exempt

### **SUMMARY**

Ensures timely and accurate vendor payments by coordinating with district staff and vendors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Reconciles monthly the Accounts Payable 2111 account in the general ledger.

Creates Journal Entries for the 2111 variance and submits.

Reconciles the 2112 year end accrual account in the general ledger.

Creates Journal Entries for the 2112 variance and submits for posting in the general ledger as part of the accrual process.

Prepares reports for the year end accrual as required in Financial Audit.

Reconciles the monthly 1291 CIB accounts in the general ledger based on the credit card payments posted by Accounts Payable Department and receipted by Treasury Department.

Reviews and submits the updated monthly 1291 CIB Reconciliation Report.

Post payments; creates checks and loads ACH and Employee Direct Deposit payments in the bank.

Submits the weekly over \$10,000 and over \$50,000 accounts payable paper checks and ACH vendor payments report to the Superintendent Office, Chief Financial Officer, Directors and supervisors.

Monitors Accounts Payable aging report to ensure timely payments to vendors.

Reviews processes to create better efficiency and accuracy in the accounts payable process.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises the Accounts Payable department staff as directed.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

Must have intermediate knowledge of excel to include pivot tables.

Bachelor's degree in a business field; two or more years of working in a business office processing payments or reconciling accounts preferred

OR

five years' experience working in a Texas Public School District Business Services Department along with TASBO certification (Accounting/Finance Specialization required for CTSBS or CTSBO) may substitute for Bachelor's degree

OR

five years' experience working in a Texas Public School District Business Services Department along with 60 semester hours of college credit

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members of the board of trustees, administrators, staff, auditors, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**OTHER SKILLS and ABILITIES**

Must be able to operate an IBM-compatible computer. Must be familiar with word processing, spreadsheets, e-mail, and internet.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Date:** October 30, 2018

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.