

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

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

### **SUMMARY**

Ensures that the district's accounting is conducted effectively and efficiently. Ensures that accounting procedures are in accordance with state and federal guidelines and district policies.

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

Compiles composite reports from individual reports of subordinates required by management or government agencies (assisting with IRS Reporting of 1099's).

Drafts policies, rules, and regulations in area of responsibility.

Determines work procedures, prepares work schedules, and expedites workflow.

Reviews and corrects general ledger recording based on accounts payable processing and closing out of encumbrances.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Processes and maintains credit applications for all district vendors.

Studies and standardizes procedures to improve efficiency of subordinates.

Assists with development and review of internal controls.

Works with other departments, as necessary, to create efficient and accurate processes.

Analyzes financial information to determine adjustments and errors of accounts.

Performs accounting clerk and bookkeeper duties, as needed.

Records and reconciles year end accounts payable accruals.

Reconciles outstanding accounts payable balances to the general ledger.

Assists with monthly financial statement closeouts.

Ensures accounts payable is in compliance with district policies and state and federal guidelines.

Assists with the year-end audit.

Provides hand written checks to vendors.

Provides contractors' payments and job cost reporting for capital projects.

Processes all requests for vendor checks.

Processes the Roll Forward review of encumbrances for fiscal end of year procedures.

Processes and completes all district's credit applications.

Reconciles and processes payments to credit card accounts.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in Accounts Payable. Carries out supervisory responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **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**

Bachelor's degree in accounting, business, or related field and minimum three years related experience.

### **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 groups of administrators, suppliers, contractors, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **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.

**Revised Date:** December 3, 2019

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.