

# MABANK ISD

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**Job Title:** Accounts Payable Specialist

**Exemption Status/Test:** Nonexempt

**Reports to:** Chief Financial Officer

**Date Revised:** 01/16/24

**Dept./School:** Business Services

**Days:** 226

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## Primary Purpose:

Work under supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting principles and procedures.

## Qualifications:

### Education/Certification:

High school diploma or GED

### Special Knowledge/Skills:

Knowledge of basic accounting principles and procedures

Ability to proficiently use a computer, Skyward accounting software, Microsoft Excel, Word, and Outlook

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively, highly skilled at organization, and adept with accurate record keeping

### Experience:

One year accounting-related experience at clerical level

## Major Responsibilities and Duties:

### Accounting

1. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices, statements, check requests, purchase orders, receivers, and supporting documentation to ensure completeness and accuracy prior to payment.
2. Identify and resolve problems with incorrect orders, invoices, statements, and shipments as needed.
3. Track, record, and reconcile transactions within separate funds.
4. Review, analyze, and process online banking transactions and statements.

### Data Entry

5. Input data into accounting system and spreadsheets
6. Careful attention to detail while inputting banking transactions and electronic payments

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## Records and Reports

7. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
8. Compile, maintain, and file all reports, records, and other documents as required.
9. Process vendor applications, update and maintain vendor files, and process 1099s.

## Other

10. Ensure segregation of duties between the entry of requisitions, approval of POs, payment to vendors, and reconciliation of statements.
11. Receive incoming calls, answer questions, and direct calls to the proper party.
12. Follow district safety protocols and emergency procedures.
13. Other duties within the Business Department as assigned.

## Supervisory Responsibilities:

None.

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_