

# JOB DESCRIPTION

**Job Title** Accounts Payable Specialist  
**Reports to** Accounts Payable Manager  
**Dept/School** Financial Services

**Job Title Code** 416719  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 306  
**Date Revised** March 19, 2025

## Primary Purpose

Enter data into accounts payable system. Provide support to departmental staff with daily transactions affecting the operational units, and with general clerical support.

## Education/Certification

- High School Diploma/GED

## Special Knowledge/Skills

- Knowledge of accounting, word processing and spreadsheet software
- Excellent organization and communication skills
- Good public relations, customer service, and interpersonal skills Mathematical, calculation, and conversion skills with excellent attention to detail

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Research and resolve vendor discrepancies and credits.
2. Review of checks to invoices paid before mailing or creating electronic payment file(s).
3. Accurately input data and invoices for assigned vendors and run programmed reports.
4. Maintain optimal accuracy in completing assigned work to ensure compliance with established policies and procedures.
5. Adhere to timelines for invoices, payroll deductions, statements, reports, checks and production
6. schedule.
7. Assist with processing vendor checks for mailing.
8. Initiate vendor contact as well as creates and maintains positive image and relationship with
9. vendors (local and other).Recommend changes to vendor master file to avoid lost checks and IRS penalties.
10. Prepare direct payment authorizations and corrections. Exercise critical thinking and problem-solving skills when resolving various, complex vendor payment issues.
11. Compose simple correspondence as may be required by department manager.
12. Assist with scanning and indexing invoices in accounts payable.
13. Maintain statistical data as required by manager.
14. Serves as back up for other department personnel, as needed.
15. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Equipment Used

Computer, printer, fax machine, scanner, copier, and calculator

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors



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- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

## Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

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