

<b>Job Title:</b> Accounts Payable Manager	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Executive Director Financial Services	<b>Pay Grade:</b> 104
<b>Dept./School:</b> Financial Services	<b>Date Revised:</b> November 4, 2024

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### Primary Purpose

Administer accounts payable and other business office functions, and ensure payment deadlines are met consistently and in compliance with federal, state, and local mandates.

### Qualifications

#### Education/Certification

Bachelor's Degree in Accounting or related field

#### Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications, including word processing and spreadsheets
- Ability to interpret policy, procedures, and data
- Strong analytical, communication, public relations, presentation, and interpersonal skills
- Ability to manage personnel

#### Experience

Five (5) years' experience in accounts payable management  
Two (2) years supervisory experience

### Major Responsibilities and Duties

1. Work with Treasury Manager to ensure transfer of funds is conducted timely for accounts payable disbursements.
2. Define job performance expectations of staff, evaluate job performance, conduct appraisals, and develop training options and improvement plans to ensure the best operation of the department.
3. Use management practices that promote collegiality, teamwork, and collaborative decision-making among staff.
4. Manage processing of vendor invoices.
5. Manage daily operations for disbursements.
6. Develop and monitor key performance indicators (KPIs) to create lean operations.
7. Produce Form 1099s and other documents at year-end for vendors in accordance with the Internal Revenue Code.
8. Acts as a liaison between Accounts Payable and Information Technology Services and provide recommendations and resolution of operational challenges.
9. Develop accounts payable schedules and production calendars.
10. Issue and void check according to production schedule.
11. Provide assistance and related documentation for general ledger journal entries.
12. Prepare year-end invoice accrual listing.
13. Develop and maintain vendor and community relationships.
14. Oversee the calculation of District facility rentals.
15. Recommend updates and revisions to the master vendor file.
16. Provide training District-wide for Accounts Payable and Purchasing processes and procedures and vendor information.
17. Develop and distribute documentation for software training.
18. Maintain department procedural manual, including forms, schedules, and charts.
19. Examine and distribute invoices, ensuring an equitable workload.
20. Review direct pay requests to ensure contractor and consultant pay requests are accurate, timely, and aligned with contract terms.
21. Perform fiscal year-end close out of encumbrances.
22. Monitor "After the Fact" purchase orders.
23. Work closely with campus/department personnel to resolve discrepancies.
24. Evaluate and monitor department personnel.
25. Responsible for software implementation, training and updates.

- 26. Develop and maintain credit card policies and procedures, and assist in managing the credit card and e-payment programs.
- 27. Post requested items, forms, and documents on the website for financial transparency.
- 28. Work with grant coordinators to ensure funds are spent and paid within grant parameters.
- 29. Maintain responsibility for accuracy and completeness of accounts payable records.
- 30. Maintain responsibility for meeting scheduled completion of cut-off dates for invoices, payroll deductions, and reports.
- 31. Develop and update procedural manuals to comply with District, state, local, and federal guidelines.
- 32. Prepare data in compliance with the Public Information Act.
- 33. Implement innovative methods to increase efficiencies.
- 34. Work closely with other financial services units and technology services to research and resolve software system anomalies.
- 35. Attend professional development training to keep abreast of innovations in Accounts Payable Processes.
- 36. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Maintain control under deadline and work load stress. Work prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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 a copy

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

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

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley.

Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.