WHITE SETTLEMENT
INDEPENDENT SCHOOL DISTRICT

Job Title:	Accounts Payable	**Days:** 226	
Reports to:	Director of Business	**FLSA Status:** Non-Exempt	
Dept./School:	Business Office	**Revised:** September 2024	

Primary Purpose:

Responsible for processing and managing accounts payable transactions in accordance with district policies, procedures, and standard accounting practices. Ensures timely and accurate payment of invoices and maintains organized financial records to support the district's operational needs.

Qualifications:

Education/Certification:

- High school diploma or GED (required)

Special Knowledge/Skills:

- Knowledge of basic accounting principles and procedures.
- Ability to maintain accurate and auditable financial records.
- Proficiency in the use of personal computers and software applications, including spreadsheets, databases, and word processing.
- Proficiency in keyboarding and file management.
- Ability to work accurately and efficiently with numbers to meet established deadlines.
- Effective verbal and written communication skills.

Experience:

- Minimum of two (2) years clerical and/or accounts payable experience.

Major Responsibilities and Duties:

Accounts Payable Processing:

1. Process payment for accounts payable invoices, requisitions, and purchase orders (excluding activity fund accounts) on a weekly basis, ensuring expenditures align with budgeted funds.

2. Verify that invoices are accurately matched with corresponding purchase orders and receiving documentation for completeness.

3. Ensure all invoices are processed and paid within 30 days of receipt.

4. Identify, research, and resolve discrepancies in invoices and purchase orders.

5. Perform accurate mathematical calculations to verify invoice computations.

6. Investigate and follow up on purchase orders outstanding for more than 3 months.

Records, Reports, and Data Entry:

7. Prepare invoices and related documents (e.g., check copies) for scanning and recordkeeping purposes.
8. Input invoices into the district's accounts payable software for payment processing.
9. Maintain organized and accurate physical and/or digital records of all accounts payable transactions.

Communication and Problem Resolution:

10. Communicate promptly with campus staff and vendors to update invoice statuses, answer inquiries, and resolve issues.
11. Ensure compliance with federal, state, and district policies, regulations, and laws regarding financial operations.

Additional Duties:

12. Document procedures for the processes performed in the role to maintain consistency and transparency.
13. Report any problems or concerns to the Director of Business.
14. Attend training, conferences, and meetings relevant to the role's duties to stay informed of industry best practices.
15. Offer suggestions for improving the efficiency and effectiveness of business office procedures.

Supervisory Responsibilities:

- None.

Equipment Used:

- Personal computer, printer, copier, scanner, calculator, and other office equipment.

Working Conditions:

Mental and Physical Demands:

- Work with frequent interruptions.
- Repetitive hand motions and frequent prolonged use of computer and office equipment.
- High attention to detail and accuracy required to meet deadlines.
- Occasional extended hours.

The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.

Signature: _____ **Date:** _____