



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Accounts Payable Specialist

Exemption Status/Test: Nonexempt

Reports to: Director of Business Services

Pay Grade/Days: AS06/230 days

Dept./School: Business Services

Date Revised: July 2026

PRIMARY PURPOSE:

Manage district accounts payable operations. Ensure timely and accurate processing of vendor payments, travel reimbursements, credit card transactions, and other disbursements while maintaining compliance with District policy, state and federal regulations, and generally accepted accounting principles. Develop and improve accounts payable processes, strengthen internal controls, and provide excellent customer service to campuses, departments, and vendors.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in business or equivalent experience in accountable payable area

Knowledge/Skills/Abilities:

Knowledge of accounting principles, GASB, Texas Education Agency FASRG
Knowledge of accounts payable best practices, procurement procedures, and bank reconciliation
Ability to work with numbers in an accurate and rapid manner
Proficiency skills in typing, keyboarding, and file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to prioritize multiple deadlines while maintaining a high level of accuracy.
Strong communication and customer service skills

Experience:

5 years accounts payable or related financial area experience at a high level of responsibility
3 years of supervisory or lead experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting

1. Manage daily operations of the accounts payable function.
2. Set up and maintain vendor payment methods, including ACH, credit card, and wire transfers.
3. Process payment requests, ensuring accuracy, documentation, and compliance with district procedures.
4. Review invoices, receiving documentation, and purchase orders to ensure proper three-way matching, verify budget availability, account coding, and compliance with District purchasing procedures.
5. Collaborate closely with campus administrators to enforce timelines, utilizing Skyward receiving reports to minimize payment delays.
6. Upload ACH and Positive Pay files to the bank website and ensure timely approval.
7. Process rush check requests, refunds, credit memos, and stop payment requests.



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8. Reconcile vendor statements, investigate outstanding invoices, and maintain accurate vendor account records.
9. Investigate and resolve discrepancies related to invoices, payments, and shipments.
10. Review travel requests and reimbursement documents to ensure compliance with District policy and federal and state requirements. Verify supporting documentation, including travel vouchers, airline and hotel reservations, mileage reimbursement requests, conference registrations, and per diem calculations. Ensure expenditures are properly authorized, accurately documented, and charged to the appropriate accounts.
11. Assist in administering the district's purchasing card and travel card programs. Review credit card transactions for compliance with District policy. Monitor cardholder compliance and resolve discrepancies.
12. Assist with fiscal year-end closing activities, including accruals, audit requests, vendor confirmations, and other accounting support as assigned.
13. Maintain organized, auditable financial records and documentation.

Other

14. Communicate with district staff to address accounts payable questions and provide support.
15. Provide training to campus and department admin assistant and clerk
16. Assign support tasks to business office staff as needed and ensure completion.
17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____