



## POSITION DESCRIPTION

<b>TITLE:</b>	Accounts Payable Specialist	<b>CATEGORY:</b>	Classified
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	E

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**JOB SUMMARY:** Process payments and reconciliations for vendor statements, analyze accounts, prepare journal entries, and monitor purchase orders or contracts.

**In-person work on campus is an essential function of this position.**

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ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Process invoices, check requests, and year-end 1099 forms; reconcile and independently analyze assigned projects, research records, prepare journal entries, review and reconcile general ledger accounts; input journal vouchers and meet strict deadlines. Process direct deposit authorization forms and Automated Clearing House (ACH) returns. Perform imaging of department documents.	25%
2. Act as a resource for the department in resolving invoice issues such as discrepancies related to quantity, price, period of time, vendor name and address; initiate corrections to insure timely payments. Guide students and respond to all inquiries regarding direct deposit and pay cards. Aid in the development of procedures and recommend changes to existing procedures.	20%
3. Serve as a liaison between the college and vendors, students, maintain spreadsheets and database; monitor for accuracy and adherence to operation procedure; maintain strict compliance with purchase orders and contract requirements. Ensure accuracy and completeness of direct deposit forms to include proper verification and documentation.	20%
4. Initiate, submit, analyze, and process computerized jobs to generate accounts payable checks, financial aid and student refunds; student loans and state institutional awards checks and direct deposits; work closely with Student Services to review and verify reports and documents; review incoming computer files for system uploading; prioritize workload by discount date, travel date, check run date, end of month, and year-end closing.	10%
5. Review travel requests for adherence to policies and procedures, process travel payments, and audit travel expenditure reports to insure accountability of expenses.	10%
6. Research, identify, clear, re-issue, and void or transfer unclaimed checks; perform data entry and maintain files; stream computerized job to generate reports for budget heads.	10%
7. Perform other duties as assigned.	5%

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associates Degree or equivalent.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

1. **Skills/Abilities:** Effective written and oral communication, general accounting knowledge, apply accounting theories to generally accepted accounting principles.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear	X			
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

*X* \_\_\_\_\_  
***Employee Signature*** ***Date***