

**Lancaster ISD Job Descriptions**  
**Human Resources Department**

**Accounts Payable**  
Rev. 08/01/2012

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Print Name: \_\_\_\_\_

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

**Job Title:** Accounts Payable

**Wage/Hour Status:** Exempt

**Reports to:** Chief Financial Officer

**Pay Grade:** As set by LISD Board of Trustees

**Dept./School:** Finance

**Primary Purpose:**

Direct and manage the accounts payable activities of the district. Ensure compliance with applicable state laws and regulations.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of accounting principles

Effective communication and interpersonal skills

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

**Experience:**

Three years accounts payable experience at a high level of responsibility

**Major Responsibilities and Duties:**

**Accounts Payable**

1. Develop and implement procedures to ensure timely processing of all accounts payable invoices, requisitions, purchase orders, etc.
2. Maintain accurate records of accounts owed.
3. Prepare invoices, including computing discounts, and coding expenses.
4. Process timely payment of all liabilities generated.
5. Conduct periodic checks of department payables, including travel reports and food service orders.
6. Perform other duties as assigned.

**Administration**

- 7. Work with administrators, principals, directors, and staff regarding accounts payable issues.
- 8. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, printer, fax machine, scanner, postage meter, copier, and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Demands:**

Repetitive hand motions; prolonged use of computer..

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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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_