

**Roswell Independent School District  
Job Description**

**Job Title: ACCOUNTS PAYABLE**

**Reports To: DIRECTOR OF BUSINESS SERVICES**

**General Job Description:**

Under general supervision, reconcile invoices to purchase orders and issue checks for payment.

**Essential Duties and Responsibilities:**

1. Reconcile Purchase Orders; verify amounts, account numbers and invoices, request information and approval, if necessary, and process for payment.
2. Communicate and resolve discrepancies with vendors.
3. Separate, file and distribute payments.
4. Generate reports as needed, such as outstanding invoices reports.
5. Generate purchase orders.
6. Generate receipts for all deposits, make bank deposit daily.
7. Process Free and Reduced applications.
8. Assist with food and equipment inventory.
9. May be required to deliver or pick-up materials.
10. Knowledge of computer systems, including databases and word processing programs.
11. Personal and professional task management through the use of technology.
12. Maintain confidentiality in sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Work independently with very little supervision.
15. Report to work on time and work no less than 7 hours per day.
16. Other duties as assigned by your supervisor.

**Supervisory Responsibilities:**

None

**Experience and Education:**

1. High School diploma or GED
2. One year experience in general bookkeeping or accounting.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**ACCOUNTS PAYABLE (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**