

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**ACCOUNTS PAYABLE SPECIALIST
ACCOUNTING SERVICES**

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED) required
- Associate's Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience

MAJOR PERFORMANCE RESPONSIBILITIES:

- Organizes, prioritizes and processes a large volume of trade vendor invoices and employee reimbursements in a prompt and efficient manner
- Verifies that all payment documentation is accurate, complete and conforms to established guidelines - Corresponds with vendor or appropriate campus or department to resolve discrepancies detected
- Prepares remittance information to be sent with checks as required by individual vendors
- Batch and enter invoice data to the accounts payable financial software - Verifies on-line vendor names and addresses and that the description, quantity, unit of measure and price for individual invoice lines correspond to the purchase order line information
- Researches and passes matched exceptions which occur during the payment process to Procurement and eCommerce - As exceptions are returned, determine if additional correspondence with the vendor or the requisitioner is required to properly pay the invoice as per instructions
- Verifies on a daily basis using computer generated reports that all documents entered into the accounts payable financial software were properly updated to the system and that the system is in balance
- Reconciles various computer generated reports on a weekly basis to assure that payments are made within 30 days - Communicates with vendor and/or campus or department to resolve discrepancies - Provides Accounts Payable Supervisor with documentation regarding the reports
- Other duties as may be assigned

TERMS OF EMPLOYMENT:

SALARY: \$15.74-\$19.19 **PAY GRADE:** C8 **WORK DAYS:** 230

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER