



## Paraprofessional Vacancy Richardson ISD

<b>POSITION:</b>	<b>ADMINISTRATIVE SPECIALIST II – ACCOUNTS PAYABLE SPECIALIST</b>	
<b>REPORTS TO:</b>	<b>ACCOUNTS PAYABLE SUPERVISOR</b>	
<b>PERIOD OF EMPLOYMENT:</b>	<b>12 MONTH - 226 DAYS</b>	<b>POSITION CONTROL # 45200022</b>
<b>SALARY:</b>	<b>LOCAL PAY GRADE: PMQ</b>	<b>SALARY RANGE: \$34,316 - \$35,292</b>
<b>PRIMARY PURPOSE:</b>	Assist in prompt and accurate payments made by the District. Work under close supervision and follow established procedures to process purchase orders and invoice payments and maintain accurate accounting records.	
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• High school graduate or GED</li><li>• Accounts payable or 3 years accounting related experience in a high-volume environment</li><li>• Some college accounting courses preferred</li></ul>	
<b>SPECIAL KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"><li>• Knowledge of basic accounting procedures</li><li>• Experience using finance or AP software preferred</li><li>• Ability to use personal computers and office software including Word and Excel</li><li>• Excellent interpersonal and telephone skills</li><li>• Strong organizational skills</li><li>• Proficient use of office equipment including calculator, copier, printer and scanner</li><li>• Ability to plan, anticipate needs, prioritize tasks, manage multiple tasks simultaneously and work under timelines</li></ul>	
<b>MAJOR RESPONSIBILITIES &amp; SPECIFIC DUTIES</b>	<ul style="list-style-type: none"><li>• Receive and process for payment all accounts payable invoices, requisitions, purchase orders, credit memos, etc.</li><li>• Match invoices with proper purchase orders; ensure completeness and accuracy of invoices, shipments, and back-up documentation</li><li>• Research and resolve problems with incorrect orders, invoices, and shipments</li><li>• Cancel and finally close Purchase Orders</li><li>• Copy, scan, file and maintain accounts payable records and documentation</li><li>• Research and monitor vendor statements</li><li>• Input accounting data and reconcile payment batches</li><li>• Frequent communication with staff and vendors to resolve pending invoices and assist with questions regarding payments</li><li>• Review payments and receiving for year-end payables process</li><li>• Other duties as assigned</li><li>• Ability to work with frequent interruptions</li><li>• Perform repetitive hand motions, prolonged computer use, prolonged sitting and standing and ability to move throughout the building</li><li>• Maintain prompt and regular attendance</li></ul>	
<b>APPLICATION PROCEDURE:</b>	Apply online at <a href="https://www.applitrack.com/risd/OnlineApp/default.aspx">https://www.applitrack.com/risd/OnlineApp/default.aspx</a> Applicants will be contacted if an interview is needed	

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

*Christopher B. Goodson*

Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

**DATE:** 03/26/2025

#### EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School ensures nondiscrimination in employment, promotion, transfer, and assignment for all persons, regardless of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, disability, marital status, medical condition or disability. Reasonable accommodations may be provided upon request. Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies and authorizes his/her right to work in the United States.