



## **JOB DESCRIPTION**

### **Employee Name**

<b>JOB TITLE:</b>	Accounts Payable Specialist
<b>DEPARTMENT:</b>	Accounting
<b>REPORTS TO:</b>	Payroll Manager
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Non-Exempt
<b>HOME LOCATION:</b>	Kerrville, Texas

**POSITION SUMMARY:** The Accounts Payable Specialist supports the H. E. Butt Foundation staff with payments, tracking, and reconciliation of high-volume cash disbursements with an estimated value of \$23 million. This position is primarily responsible for receiving outside vendor invoices and issuing payments on behalf of the Foundation.

**PROGRAM MISSION:** The Accounting Team strives to meet the accounting, payroll, and benefits needs of the Foundation in a professional, courteous, and service-oriented manner, in an environment that seeks to strengthen financial disciplines and educate Foundation staff on an ongoing basis.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Perform all cash disbursements in an accurate and timely manner
  - Review invoices for rationality, proper charges, and sales-tax exempt status
  - Collect receipts for each expenditure; approval is given from departmental staff for all direct expenses of their programs
  - Code Invoices with proper account information to fit within budgetary guidelines and operating statement presentation; checks are processed, matched with invoices, and mailed
  - Maintain proper filing system for future reference
- Maintain proper vendor records for annual 1099
- Perform annual reconciliation of GL accounts to prepare for annual audit
- Other accounting functions as needed
- Performs other related duties as assigned by management.

### **QUALIFICATIONS:**

- 2 years of experience in accounts payable minimum
- High school diploma or equivalent required
- Experience with basic accounting software, Word, Excel, Outlook, and all general

office equipment

**COMPETENCIES:**

- Exceptional data proficiency
- Strong attention to detail
- Ability to maintain confidentiality
- Excellent customer-service skills
- Aptitude to work unsupervised and meet deadlines
- Good communication skills including listening, speaking, and presentation
- Sound judgment and discretion

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment in Kerrville, Texas.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE