



CENTRAL TEXAS REGIONAL  
MOBILITY AUTHORITY

## **POSITION DESCRIPTION: ACCOUNTS PAYABLE SPECIALIST**

<u>POSITION TITLE:</u>	Accounts Payable Specialist
<u>REPORTS TO:</u>	Controller
<u>SUPERVISES:</u>	Not a supervisory role
<u>FLSA EXEMPTION STATUS:</u>	Non-exempt
<u>LAST UPDATE:</u>	New Position

### SUMMARY OF PURPOSE:

The Accounts Payable Specialist is responsible for day-to-day financial transactions including accounts payable, corporate credit card reconciliations, and various other transactional issues. The Accounts Payable Specialist must exercise discretion in executing essential functions and be able to work independently, following through on assignments with minimal direction.

### ESSENTIAL FUNCTIONS:

1. Analyzes and processes accounts payable in a timely manner.
2. Codes such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.
3. Handles all vendor correspondence via phone or email.
4. Investigates and resolves problems associated with processing of invoices.
5. Prepares check requests, wire transfers, and ACH transactions.
6. Reconciles various accounts on a monthly basis, bringing any discrepancies to the attention of the Controller.
7. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
8. Files, maintains, and distributes accounting documents, records and reports.
9. Assist in compiling information and preparing responses to auditors during the annual external audit.
10. Assist with monitoring and reporting for the Procurement Card program.
11. Performs other duties as required to support Accounting Department.

**POSITION REQUIREMENTS:**

1. Associate's degree or higher in Business, Accounting, or Finance.
2. 2 years of experience in an accounts payable role.
3. 2 years of experience using financial/accounting software packages.
4. Exceptional written and verbal communication skills, including effective interpersonal and collaboration skills.
5. Attention to detail and accuracy.
6. Finance role in a Government agency or other not-for-profit organization is helpful.
7. Proficient in MS Word, Outlook, Excel and PowerPoint.
8. Ability to multi-task.
9. Open to change and willing to learn new skills.
10. Ability to follow up on pending issues.
11. Ability to meet deadlines.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Uses a computer approximately 6-8 hours per day.
2. Perform with frequent interruptions and/or distractions.
3. Perform effectively under conditions of fluctuating workload.
4. Uses telephone and email to communicate with consultants, contractors, trustees, and co-workers, approximately 2 hours per day.
5. Work at a desk approximately 6-8 hours per day.
6. Bends and stoops approximately 1 hour per day for filing/records maintenance.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.*

*Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.*

**APPLICATION REQUIREMENTS:**

To apply, please send a cover letter and résumé to:

Central Texas Regional Mobility Authority  
Attention: Mary Temple  
3300 N IH-35, Suite 300  
Austin, TX 78705  
Fax: 512-996-9784  
Email: [mtemple@ctrma.org](mailto:mtemple@ctrma.org)

***This position will remain open until filled.***