



Job Description
&
Performance Evaluation

CONFIDENTIAL

Name:	Job Title: AP/Payroll Specialist
Location: Administration Office Georgetown, TX 78628	Evaluator: Business Manager
Review Period From: To:	Time in Position:

Employee Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

Human Resources: _____	Date: _____
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JOB TITLE: AP/PAYROLL AND HUMAN RESOURCES SUPPORT SPECIALIST
TEAM: ADMINISTRATION
REPORTS TO: BUSINESS MANAGER
SUPERVISES: NA
FLSA STATUS: NON-EXEMPT (HOURLY)
COMPETENCIES:

POSITION SUMMARY:

Responsible for preparing and processing accounts payables and payroll. Provide clerical support to Human Resources department. Account for and maintain records and serve as data input and forms processor to complete daily tasks of assigned departments. Assist with a wide variety of additional responsibilities and projects as assigned.

DUTIES AND RESPONSIBILITIES: See Attached

WORKING CONDITIONS:

Mental & Physical Demands / Environmental Factors: Normal for an office environment.

Ability to communicate effectively (verbal)

Ability to operate computer and other office machines

Ability to adapt, on demand, to requests and priorities

Ability to maintain confidentiality

Repetitive hand motions

Prolonged use of computer terminal

Work with some interruptions

KNOWLEDGE, SKILLS AND EXPERIENCES REQUIRED:

Knowledge/Skills: Proficient skills in typing, computer (to include major word processing, database, spreadsheet and integrated software programs), file maintenance and other office machines. Knowledge of Microsoft Office and telephone protocol. Good math and problem solving skills. Detail oriented, excellent follow-up and ability to work in highly confidential position. Duties require professional verbal and written communication skills.

Effective organizational, communication, and interpersonal skills

Demonstrated ability to meet established deadlines efficiently. Ability to juggle multiple tasks in a fast paced work environment. Capability to learn new software programs quickly and efficiently.

Experience: Three years of secretarial/accounting experience and heavy emphasis with data entry preferably in a public education environment. Prefer one year plus of experience with accounts payables and payroll processing. Good understanding of general payroll compliance, Human Resource compliance, and accounting procedures.

Education: High school diploma or GED, Associates Degree and higher preferred.

CEO

Date

I, the undersigned have read and reviewed my job description. I understand the responsibilities, duties and standards of performance described therein and that these will be the basis for my performance appraisal.

Employee Signature

Date

DUTIES & RESPONSIBILITIES

	Ratings: <div style="display: flex; justify-content: space-between;"> A - Accomplishes Duties/Responsibilities T - Need More Time to Evaluate </div> <div style="display: flex; justify-content: space-between;"> ND - Needs Development N/A - Not Applicable </div>	Rating
I.	COORDINATES:	
a.	Complete data entry and processing for accounts payable	
b.	Complete data entry and processing for payroll	
c.	Coordinate and maintain records for Business Manger and HR Director	
d.	Support staff in assigned project based work	
e.	Maintain hard copy and electronic filing system	
f.	Research, price, and process district purchases	
g.	Answer telephones and transfer to appropriate staff member	
h.	Create and modify documents using Microsoft Office	
i.	Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing	
j.	Other duties as assigned	

Review Date: _____ Employee Initials: _____

PERFORMANCE EXPECTATIONS

Ratings: M - Meets Expectations T - Need More Time to Evaluate B - Below Expectations N/A - Not Applicable		Rating
I.	ACCOUNTS PAYABLE:	
a.	Review payables to ensure accuracy for payment (invoice review, match packing slips, etc.)	
b.	Encumber Purchase Orders	
c.	Add vendors to TxEIS system	
d.	Enter W9's for 1099 preparation	
e.	Manage consultant Personal Service Agreement	
f.	Prepare Monthly check register and submit for website posting	
g.	Check processing (bi-weekly or weekly check run)	
h.	Respond to request for tax-exempt forms and handle submission to vendors	
i.	Coordinate employee travel arrangements (hotel, airfare, transportation, etc.)	
j.	Purchase card reconciliation (Business Manager would still handle posting journal entries)	
k.	Supports staff in assigned project based work	
l.	Other duties as assigned	
II.	PAYROLL	
a.	Process Payroll (AFD's, timesheets, sub pay, direct deposit, deduction checks, tax liabilities)	
b.	Add new employees and substitutes to HRS System for payroll	
c.	Collaborate with Business Manager on TRS reports, IRS 941 Reports, Texas Workforce Commission (TWC) quarterly reports and W2 Processing	
III.	HUMAN RESOURCES	
a.	Prepare incoming applications for review by HR Director and hiring supervisors	
b.	Create appropriate Personnel and Payroll folders for new hires	
c.	Maintain education, certification and staff development documentation for staff	
d.	Research and track certification for potential and current employees	
e.	Coordinate meetings and track deadlines for HR Director	
f.	Receive incoming requests for HR support and prepare for appropriate response	
IV.	INFORMATION TECHNOLOGY	
a.	Receive incoming request for IT support and prepare for appropriate response	
b.	Call for equipment and software support when possible	
c.	Maintain inventory and tracking spreadsheets for IT	
V.	VALUES AND COMMITMENT:	
a.	Protects confidentiality of information and employees	
b.	Approaches responsibilities with enthusiasm, dedication, and energy	
c.	Performs duties efficiently and is self-motivated to problem solve	
VI.	FULFILLS PROFESSIONAL CONDUCT:	
a.	Interacts with staff, families, visitors and co-workers with respect	
b.	Approaches others with a positive attitude	

Review Date: _____ Employee Initials: _____

Overall Summary

Improvement Needed/Development Plan

Employee Comments

Review Date: _____ Employee Initials: _____