

George County School District

APPROVED

MAR 07 2026

GC SCHOOL BOARD



**Job Title: Accounts Payable Specialist**

**Job Purpose:** The Accounts Payable Specialist supports the district's financial operations by processing vendor invoices and payments in accordance with district policies and applicable state and federal requirements. This position ensures accurate documentation, timely payments, and proper recordkeeping to support internal controls and audit readiness. The Accounts Payable Specialist works under established procedures and provides essential support to the Business Office to ensure efficient and compliant disbursement of district funds.

**Knowledge, Skills & Abilities:**

- Knowledge of basic accounting principles, accounts payable procedures, and invoice processing.
- Knowledge of district purchasing and payment policies and applicable state and federal requirements.
- Skill in reviewing invoices and supporting documentation for accuracy and completeness.
- Skill in using accounting and financial software systems.
- Ability to maintain accurate records and meet payment deadlines.
- Ability to communicate effectively with vendors and district staff to resolve payment issues.
- Ability to maintain confidentiality and work collaboratively within the Business Office.

**Minimum Qualifications:**

- High school diploma or equivalent required.
- Experience in accounts payable, accounting, data entry, or business office support preferred.
- Proficiency in accurate data entry and basic computer applications, including accounting or financial software systems.
- Good verbal and written communication skills for interaction with vendors and district staff.
- Ability to follow established procedures, maintain confidentiality, and meet deadlines.

**Reports To:** Chief Financial Officer

**Supervises:** N/A

**Duties & Responsibilities:**

- Review, process, and pay vendor invoices for the entire district in accordance with district policies and applicable state and federal requirements.
- Verify invoice accuracy, required approvals, account coding, and supporting documentation prior to payment.
- Match invoices to purchase orders, contracts, and receiving documentation as required.
- Enter invoice and payment data accurately into the accounting system.
- Communicate with vendors and district staff to resolve billing discrepancies, missing documentation, or payment issues.
- Maintain complete, organized, and audit-ready accounts payable records for all district departments.
- Ensure payments are issued timely to avoid penalties, service interruptions, or late fees.

- Support internal controls by following established accounts payable procedures and segregation of duties.
- Assist with audit requests by providing documentation related to district-wide payments.
- Process payments for DragonFly game officials and maintain accurate supporting documentation.
- Maintain spreadsheets and organized files related to accounts payable and assigned financial records.
- Track and maintain fundraiser account activity using spreadsheets to ensure accurate recordkeeping.
- Prepare bank deposit slips and deliver district deposits to the bank in a timely manner.
- Monitor the Accounts Payable email account, date-stamp incoming invoices, and distribute invoices to appropriate schools and departments for review and payment processing.
- Maintain confidentiality of financial and vendor information.
- Perform related duties as assigned within the scope of the position.

**Terms of Employment:** 240 Days / At Will

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date