

TOWN OF PROSPER

TITLE: ACCOUNTS PAYABLE SPECIALIST
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER

SALARY RANGE: 23
LAST UPDATE: 01/2026
FLSA DESIGNATION: NON-EXEMPT

DEFINITION

The Accounts Payable Specialist performs technical and administrative duties in managing the Town's accounts payable processes, including processing invoices, issuing vendor payments, reconciling accounts, and preparing required reports. The position ensures accuracy, compliance, and timeliness in financial transactions, and supports departmental and vendor communication.

SUPERVISION RECEIVED AND EXERCISED

Receives general directions from the Accounting Manager.
No supervision is exercised.

EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

Essential Functions

- Input, submit, and process all invoices and accounts payable into the Town's system; identifies incorrectly submitted invoices and communicates issues.
- Ensures three-way matching is completed; reaches out to departments when receiving step on PO's was missed before processing invoices.
- Runs and prepares various reports to accrue invoices to the correct months; completes accounts payable processes and prints vendor checks.
- Processes and uploads electronic ACH payments and positive pay files to the bank and ensures all necessary supporting documentation is received; new vendor due diligence; ACH payment verification.
- Performs general administrative functions for the Department; receives, opens, and distributes mail, gathers approvals for bulk invoices, reconciles vendor statements, and research past due accounts and other issues.
- Runs and delivers various monthly, quarterly, and annual reports; processes 1099s; completes documents, spreadsheets, and uploads reports online for Town management usage.
- Performs other tasks assigned.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

- High School Diploma or equivalent.
- One (1) year of experience in Accounts Payable processing, invoice processing, accounting, or a related field.
- Must possess a valid Texas driver's license.
- Must pass an MVR check.
- Must pass pre-employment drug screening and background check.

Knowledge of:

- Accounts Payable Processing.
- Office automation and computerized financial applications
- Principles and practices of budgeting.
- Matching purchase orders
- Fund accounting, accounts payable, and accounts receivables.
- Proper public contact and telephone etiquette.
- Accounting and spreadsheet reporting.

Ability to:

- Prioritize accounts payable activities.
- Meet strict deadlines.
- Maintain confidentiality.
- Perform basic mathematical calculations.
- Communicate clearly and concisely, verbally and in writing.
- Prepare clear and accurate correspondence, documents, and reports.
- Performing account reporting and auditing.
- Simultaneously perform a variety of administrative functions.
- Establish and maintain cooperative relationships with departments and employees.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear.
- Frequently required to lift and/or move up to ten (10) pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- May be subject to repetitive motion such as typing and data entry.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job.

- The noise level in the work environment is usually moderate.
- Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement or contract. Town Council has exclusive right to alter this job description at any time without notice.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

The Town of Prosper, Texas, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and/or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS