



Position Announcement

Position: Accounts Payable Clerk I

Date Officially Opened: 09/08/2025

Hourly Starting Salary Range: \$20.06 to \$25.28 (DOQ)

(Full Salary Range to \$30.50)

Direct Supervisor: Accounting Services Supervisor

Department: Business Services

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Under the supervision of the Accounting Services Supervisor, performs assigned duties in support of accounts payable, accounts receivable, and general ledger functions. Duties include reconciling and processing vendor invoices, preparing and distributing vendor payments, preparing monthly customer billings, assisting with journal entries, assisting with the administration of procurement card programs, data entry, and other related tasks as assigned.

Typical/Essential Duties:

- 1) Prepares and processes accounts payable by setting up and maintaining all vendor accounts, including inputting and maintaining vendor account information, reconciling and processing vendor invoices, preparing and distributing vendor payments, as well as preparing and administering W-9s and 1099s. Contacts vendors or others as needed to resolve issues related to missing, incorrect, or untimely invoices or payments.
- 2) Performs accounts receivable billing and maintains all billing records. Contacts UTRWD staff and/or customers regarding billing issues.
- 3) Serves as primary backup for the payroll functions of the District.
- 4) Verifies, audits, and edits work performed by other Business Office clerks, as needed, prior to submittal to the Accounting Services Supervisor.
- 5) Assists and perform tasks related to inventory and fixed asset maintenance.
- 6) Creates and maintains files and reports as needed or requested to support the accounting function and annual audit.
- 7) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

Two (2) years of college education resulting in an associate's degree is required. Three (3) to five (5) years of relevant work experience in an accounting environment, or six (6) years of experience in place of the degree. Experience with financial system software such as InCode/InVision is strongly preferred. Government or public utility accounting experience, along with a general knowledge of governmental accounting principles, is also preferred. Duties require the ability to read invoices, reports, and payroll timesheets, as well as preparing letters, invoices, and statements. Strong mathematical skills are necessary to perform calculations, and to prepare and review invoices and payroll timesheets.

Must possess a valid Texas 'Class C' Driver's License. Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

Position is considered "Open until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department to be considered for employment.

Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.