



Position Announcement

Position: Accounts Payable Clerk II

Date Officially Opened: 10/01/2026

Hourly Starting Salary Range: \$22.54 to \$29.09 (DOQ)

Direct Supervisor: Accounting Services Supervisor

Department: Business Services

Normal Work Hours: 8:00am to 5:00pm – Monday thru Friday

Location: 900 N. Kealy Ave, Lewisville, TX

Position Function:

Under the supervision of the Accounting Services Supervisor, performs a variety of accounting, accounts payable, payroll support, and administrative functions to ensure the efficient operation of the District's Business Services Department. This position manages the accounts payable process, maintains vendor records, supports annual audit activities, and serves as the primary backup for the District's payroll functions.

Typical/Essential Duties:

- 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.
- Verify, audits, and edits work performed by other Business Office clerks, as needed, prior to submittal to the Accounting Services Supervisor.
- Creates and maintains files and reports as needed or requested to support the accounting function and annual audit.
- Responds to information requests from entities outside the Business Services Department and provides requested documentation in support of the annual audit.
- Provides clerical assistant to the Chief Financial Officer (CFO) and Controller and assists with tasks related to inventory and fixed asset management.
- Serves as backup for the payroll functions of the District.
- Performs additional duties as assigned.

Qualifications:**Education & Experience:**

- Two (2) years of college education resulting in an associate's degree is required.
- Three (3) to five (5) years of similar work-related experience in a government or public utility accounting environment is required.
- Experience with financial system software, such as InCode/InVision, is strongly preferred.

Knowledge, Skills & Abilities:

- Strong attention to detail and accuracy in performing accounting related tasks.
- Ability to prepare and review invoices, reports, and payroll timesheets for accuracy.
- Ability to prepare letters, invoices, and statements accurately and professionally.
- Ability to organize and prioritize work while maintaining accuracy and attention to detail.
- Ability to communicate effectively, both verbally and in writing.

Other Requirements:

- Valid Texas Driver's License is required.
- Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Application Process

- All applicants must complete an employment application and submit it to the District's Human Resources Department.

Position is considered "Open Until Filled."