



Capital Area Rural Transportation System

Headquarters Office
5300 Tucker Hill Ln
Cedar Creek, TX 78612

Mailing Address
P.O. Box 6050
Austin, TX 78762

RideCARTS.com

Job Posting

Position: Accounts Payable Specialist

Work Location: Cedar Creek

Wage: \$45,000-\$55,000 /year
plus benefits

Opening Date: July 26, 2022

Closing Date: August 5, 2022
or until filled

CARTS provides public transportation services in nine Texas counties surrounding the capital city: *Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

CARTS is a public agency, a transportation district.

CARTS is an Equal Employment Opportunity employer.

Position Summary: The Accounts Payable Specialist compiles, processes, pays, and maintains accounts payable records. This position works directly under the Controller and performs other duties as assigned.

Work Schedule: Monday - Friday; 7:00 a.m. - 4:00 p.m. (other hours possible)

Wage: \$45,000-\$55,000 per year

Full-time employees (40 hours per week) receive medical, dental, and life insurance at **no cost**.

Paid time-off- vacation, sick, and holiday.

Additional benefits offered, including retirement plan.

Requirements

Required and Preferred Qualifications

- High School Diploma or GED (preferred)
- Computer experience required
- Accounting experience *with at least four (4) years of experience in an Accounts Payable position required*

Required Knowledge, Skills, Abilities

Knowledge

- Knowledge in Microsoft Excel, Word, and Outlook
- Knowledge of accounts payable practices
- Knowledge of general accounting procedures
- Knowledge of relevant accounting software
- Knowledge of clerical/office procedures and standard office equipment

Skills

- Communication skills, with an English Fluency Level of at least *Good* (both verbal and writing)
- Excellent math skills
- Proficiency in data entry

Abilities

- Ability to be detail-oriented; accurate with work details
- Ability to work in a team environment
- Ability to effectively prioritize work activities and to meet deadlines
- Ability to identify and resolve problems in a timely and objective manner

Summary of Functions and Responsibilities

- Verifies invoices for accuracy and matches invoices to purchase orders; researches and resolves invoice discrepancies and issues; codes and enters invoices into accounting program
- Ensures accuracy of data inputted
- Maintains accounts payable schedules as directed; monitors accounts to ensure payments are up-to-date
- Obtains payment approvals; prepares and processes electronic transfers and payments, as well as check payments
- Posts transactions to journals, ledgers and other records; reconciles accounts payable statements; prepares analysis of accounts
- Maintains vendor files; researches and responds to vendor inquiries
- Maintains/provides supporting documentation for audits
- Corresponds, internally and externally, on accounts payable related issues
- Assists with end-of-the-month accounting closing
- May assist with payroll data entry and processing
- Performs other duties as assigned

Application Procedure

1. *Obtain a CARTS application*

- Applications are available at most CARTS stations (including in Austin, Bastrop, Cedar Creek, and San Marcos).
- Applications can be printed from: RideCARTS.com/about/employment

2. *Submit a CARTS application*

- Mail application to:
CARTS
P.O. Box 6050
Austin, TX 78762
- Hand deliver application to the CARTS Headquarters office at 5300 Tucker Hill Ln, Cedar Creek, TX 78612, or any of our local offices.
- Email application to: Jobs@ridecarts.com

(faxes are not accepted)

Equal Employment Opportunity (EEO)

All qualified applicants will receive consideration for employment without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law.