



# 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

*This is an updated posting with a revised requirements section.*

**Position: Accounts Payable Specialist**

-revised posting-

**Work Location: Cedar Creek**

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

**Opening Date: April 19, 2023**

**Closing Date: 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.**

### About this Job:

This position handles a steady flow of invoices, does precise coding, and prepares payments. CARTS will provide on-the-job training for the applicant that: is motivated to keep the work process moving, is eager to learn all the details to ensure the work is accurate and has good memory capabilities and solid reasoning skills. See qualifications below.

**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; 8:00 a.m. - 4:30 p.m.

**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 with employer contribution.

## **Requirements**

### Required and Preferred Qualifications

- High School Diploma or GED
- Computer experience required (see *knowledge* below)
- Three (3) years of college coursework with a focus in accounting  
**OR**
  - Two (2) years of work experience in accounts payable or bookkeeping**OR**
  - Two (2) years of work experience in an office management position

### Required Knowledge, Skills, Abilities

#### ***Knowledge***

- Intermediate level of knowledge in Microsoft Excel
- Knowledge in Microsoft 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
- 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
- Compiles end-of-the-month accounting billings in Excel
- 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](http://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.