

Accounts Payable Specialist

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Job Title	Accounts Payable Specialist	FLSA Category	Non-exempt
Department	Finance	Position Type	Fulltime - Remote
Reports To	Director of AP and Accounting Development AP Manager Senior Finance Director	Pay Band	\$18.00 - \$23.00
Prepared By	J. Elliott	Prepared Date	5.11.2026

Position Summary:

InSchools' Accounts Payable Specialists play a critical role in supporting the financial operations of client schools through accurate and timely processing of accounts payable, cash receipts, credit card reconciliations, and financial transaction activities. This position supports a variety of educational organizations, including charter schools, independent school districts (ISDs), private schools, and other educational entities across multiple states.

The Accounts Payable Specialist is responsible for owning the full lifecycle of accounts payable transactions, processing financial transactions, maintaining accurate financial records, supporting audit readiness, and assisting with operational workflows related to accounts payable and receivable functions. This role works collaboratively with internal finance staff and client stakeholders to ensure efficient financial operations, strong internal controls, and exceptional customer service.

This position requires strong attention to detail, organizational skills, accountability, and the ability to manage multiple priorities in a fast-paced, remote environment.

This role is expected to manage responsibilities across multiple client entities, maintaining accuracy, timeliness, and organization in a multi-client service model.

Essential Functions:

Is regular attendance based on the authorized schedule as essential function? ☒ Yes ☐ No

Accounts Payable Processing

- Process accounts payable transactions accurately and timely, including checks, credit card transactions, electronic payments, and bank activity
- Review invoices and supporting documentation for completeness and compliance with organizational procedures
- Validate proper general ledger coding and ensure alignment with the organization's chart of accounts and financial reporting structure.

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- Ensure timely and accurate vendor payments according to established schedules and approval processes
- Complete check runs, including printing checks and preparing EFT/ACH payment files
- Maintain organized and accurate accounts payable records and supporting documentation
- Assist with vendor setup and maintenance, including collection and review of W-9 documentation
- Demonstrate proficiency and ownership of accounts payable systems, ensuring accurate tracking and status management of all transactions.

Cash Receipts & Financial Transactions

- Enter cash receipts accurately and timely into applicable accounting systems
- Record deposits, withdrawals, and financial transactions within the accounting information system
- Support reconciliation of financial transactions and outstanding items
- Assist with identifying, researching, and resolving outstanding or unreconciled financial items
- Support month-end and year-end financial processes as assigned
- Ensure deposit and bank activity is recorded accurately and tied to supporting documentation and general ledger activity.

Recordkeeping, Compliance & Audit Support

- Maintain shared folders, financial files, and supporting documentation related to accounts payable and accounts receivable functions
- Support annual 1099 reporting preparation through vendor review and documentation verification
- Prepare and maintain financial records to support audit readiness and compliance requirements
- Assist with audit requests, reconciliations, and supporting documentation gathering
- Ensure adherence to organizational financial procedures, internal controls, and record retention practices

Operational Support & Collaboration

- Collaborate with internal finance staff and client stakeholders regarding financial processing and transaction support
- Respond timely and professionally to inquiries related to accounts payable and financial transactions
- Support onboarding and operational setup activities for new client schools as assigned
- Contribute to continuous improvement of financial systems, workflows, and operational processes
- Participate in trainings, meetings, and professional development activities
- Perform other duties as assigned to support departmental and organizational goals
- Independently research and resolve issues or discrepancies, escalating only when necessary with clear documentation and proposed solutions.

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Other duties as assigned

Education and Experience:

Required:

- Minimum 1 year of related experience in accounts payable, bookkeeping, finance operations, or accounting support
- Strong attention to detail and commitment to accuracy
- Strong organizational and problem-solving skills
- Proficiency in spreadsheet creation and basic financial analysis
- Ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Ability to work independently in a remote environment
- Stable high-speed internet access and dedicated remote workspace

Preferred:

- Associate's or Bachelor's degree in Accounting, Finance, Business, or related field
- Experience supporting educational organizations, nonprofit organizations, or public sector entities
- Experience working in a multi-entity, client service, or outsourced accounting environment
- Experience with accounting information systems and financial software platforms
- Experience supporting multi-entity or client-service financial operations
- Experience with 1099 processing and vendor management

Knowledge, Skills, and Abilities:

- Working knowledge of accounts payable and general accounting practices
- Strong attention to detail and data accuracy
- Ability to analyze and reconcile financial information
- Strong organizational and time management skills
- Excellent customer service and communication abilities
- Ability to maintain confidentiality and professionalism
- Ability to learn new systems and operational processes quickly
- Ability to collaborate effectively within a remote team environment
- High level of accountability, initiative, and professionalism
- Ability to manage competing priorities across multiple clients while maintaining accuracy and deadlines
- Strong problem solving skills with the ability to identify issues, research root causes, and implement solutions.

Supervisory Responsibilities: None

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Portfolio & Workload Expectations:

Accounts Payable Specialists support multiple client entities and operational workflows simultaneously. Responsibilities may fluctuate throughout the year based on processing cycles, audit timelines, onboarding activities, and organizational needs.

Employees are expected to maintain organization, responsiveness, and accuracy while managing multiple priorities and deadlines.

Core Values: As a valued member of our team, you will be expected to uphold and embody our company's core values of:

- Integrity
- Accountability
- Diversity
- Passion
- Leadership
- Collaboration, and
- Quality

These values serve as the foundation of our organization and guide our interactions with colleagues, Client-Partners and vendors. Your commitment to these principles will contribute to a positive and productive work environment.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Environment: As a remote employee, you will have the flexibility to work from the comfort of your own home. This allows for a more personalized and efficient work environment. You will need to have a dedicated workspace with reliable internet access and the necessary equipment to perform your job duties. While working remotely offers many benefits, it also requires strong self-discipline, effective time management, and excellent communication skills to maintain productivity and collaborate effectively with team members.

Travel: While infrequent, travel may be required for conferences, meetings, and professional development training as needed.

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Disclaimer: This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities, or requirements.

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