



Position Title	Accounts Payable Specialist
Department / Location	Accounting / Round Rock (East Palm Valley Blvd.)
Salary	Commensurate with Experience
FLSA Status	Non-Exempt
Posting Date	02/12/2026

JOIN R BANK'S AMAZING FINANCE AND ACCOUNTING TEAM!

At R Bank, we believe banking is about more than just transactions - it's about people, relationships, and community. We're looking for an **Accounts Payable Specialist** who is detail-oriented, proactive, and passionate about providing top-tier support to our accounting team and accounting functions. If you thrive in a fast-paced environment, enjoy working amongst your peers and teammates, and want to be part of a bank that values integrity and service, this is the role for you!

WHAT YOU'LL DO:

- Emulate R Bank Core Values
- Ensure the proper coding, approval, processing, and payment of vendor invoices
- Ensure the proper coding, approval, processing, and payment of business expenses incurred by the institution's employees
- Ensure the proper Fixed Asset, Prepaid, and Accrual procedures are followed
- Maintain Accounts Payable, Fixed Asset, Prepaid, and Accrual files
- Perform various research projects related to current and historical accounts payable
- Work with accounting team to ensure the clearing of exception items
- Assist with reconciling the institution's external demand deposit accounts to the general ledger on a daily, weekly, and monthly basis
- Assist with reconciling the institution's internal demand deposit accounts to the general ledger on a weekly and monthly basis
- Assist with reconciling various general ledger suspense accounts monthly
- Perform other duties as assigned

WHAT YOU BRING TO THE TEAM:

- High school diploma or equivalent.
- 2 to 4 years' accounting experience required.
- Previous bank accounting experience preferred.
- Proficiency with Fiserv systems (Prologue, Navigator, Premier) preferred but not required.

- Ability to fluently speak, read and write in English.
- Proficient with basic math and accounting concepts.
- Ability to research and interpret general ledger data.
- Strong analytical and interpersonal skills.
- Ability to meet deadlines.
- Detail oriented with the ability to organize and prioritize work
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner.
- Basic knowledge of computer operations (i.e. email, Microsoft Word, Microsoft Excel, etc.) and other standard office machinery.
- Ability to pass background investigation and drug screen to the satisfaction of R Bank.

WHY YOU'LL LOVE WORKING FOR R BANK:

We're a locally owned bank that puts relationships first. We invest in our employees, celebrating their successes, and providing opportunities to grow. At R Bank, you're not just another team member - you're part of a community that values your contributions and supports your career goals.

WHAT IS IT GOING TO TAKE?

Candidates and team members will embrace and work within the core values of R Bank and possess the following qualities:

- Regularly takes **Initiative**, taking action without being prompted, showing drive and leadership. Seek opportunities, solve problems, and go the extra mile to make a positive impact.
- **Responsive** means more than just replying quickly; it's about being attentive, engaged, and proactive. Exhibit the ability to sense what's needed and act with purpose; ensure others feel heard and supported.
- **Conscientious**, thoughtful and aware that every action has equal and opposite reaction. Act with care, diligence, and strong sense of responsibility.
- **Authentic** Where values and actions are in alignment. Being genuine, transparent, and true to oneself and others. Foster an environment where honesty and integrity guide your actions and relationships.
- **Fun** Being fun does not mean being a comedian or jokester; it's about letting your guard down and enjoying the work we've all been blessed to do together. Create Joy, connections, and positive in work and relationships. Celebrate wins, embrace creativity, and make space for laughter and camaraderie.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and work on a computer for prolonged periods of time. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS FOR YOU

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and the R Bank Leadership Council Gym Program. You can learn more about R Bank and our services at www.r.bank.

READY TO JOIN US?

If this sounds like the opportunity you've been waiting for, apply now by visiting <https://www.r.bank/career-opportunities> . Let's build relationships, grow communities, and make an impact together!

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.