CLASS TITLE: ACCOUNTS PAYABLE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, plan, organize, and oversee the operations of the Accounts Payable Department; oversee and participate in analyzing, verifying, and auditing various accounts payable transactions and ensure compliance with established Board policies and governmental regulations.

REPRESENTATIVE DUTIES:

Plan, organize, direct, and oversee the day-to-day operations and activities of the Accounts Payable department. E

Oversee the processing of all vouchers, including electronic payments (ACH) and wire transfers. E

Investigate and identify processing errors within the financial software system. E

Assist in the testing and implementation of financial system upgrades. E

Develop, document, and implement accounts payable procedures. E

Train accounts payable staff on District policies and governmental regulations related to disbursements and the use of the automated finance system. E

Prepare and submit a variety of reports related to accounts payable, including but not limited to, sales and use, tax returns, and 1099 tax forms. E

Investigate and resolve mismatches of taxpayer names and identification numbers reported by the Internal Revenue Service (IRS); process withholdings from vendor payments based on statutory requirements. E

Interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines to District personnel. E

Analyze travel advances and trip vouchers for completeness and accuracy and ensuring compliance with District policies and procedures. E

Perform accounts payable general ledger account reconciliation. E

Oversee and participate in the maintenance of vendor payment files. E

Identify, analyze, research, and resolve accounting issues associated with accounts payable transactions such as tax problems, purchase order, or and invoice discrepancies; resolve vendor disputes; coordinate with vendors to improve or streamline operations. E

Established March 2012
ACCOUNTS PAYABLE SUPERVISOR (continued)

Direct year-end accounts payable activities, ensuring accrued expenditures are allocated to the appropriate accounting period/fiscal year; prepare related general ledger account reconciliations in support of the annual external financial audit. **E**

Ensure compliance with established Board policies and governmental regulations. **E**

Select, train, supervise and evaluate Accounts Payable Department staff. **E**

Perform related duties as assigned.

**E** = Essential duties

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

- Accounting methods and procedures used in accounts payable
- Federal, state, local laws, regulations, and policies governing accounts payable
- Accounting, auditing and internal control principles, practices, and procedures
- Generally Accepted Accounting Principles (GAAP)
- Principles of business writing and report preparation
- Principles and practices of administration, supervision, and training
- Modern office procedures, methods, and equipment including computers and associated software

**ABILITY TO:**

- Plan, organize, direct, and control the activities, services, and operations of District accounts payable procedures and processes
- Provide technical expertise and guidance to District staff concerning accounts payable
- Select, train and evaluate classified staff, students, and short-term employees
- Read, interpret, explain, and apply accounting principles and laws, codes, and regulations related to assigned areas of responsibility
- Utilize accounting and auditing practices applicable to public sector accounting
- Operate computerized accounting system software, integrated data management systems, and other office productivity software including spreadsheet, word processing, and presentation applications
- Analyze financial data and prepare reports, forecasts, and recommendations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations and adopt effective courses of action
- Work independently with little direction
- Plan and organize work to meet schedules and timelines
- Maintain accurate and complete records
- Work confidentially with discretion
EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree in accounting, finance, or related field.
Experience: Four years of progressively responsible accounts payable experience involving the preparation and maintenance of financial and accounting records. Such experience must include at least two years of experience in an accounts payable department and at least one year of experience working in a lead or supervisory capacity.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to prepare and audit financial records
Hearing and speaking to exchange information on the telephone or in person
Sitting or standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment

HAZARDS:

Extended viewing of computer monitor
Extended use of keyboard and mouse