



Job Title: Accounts Payable Supervisor

Exemption Status/Test: Non-Exempt

Reports to: Assistant Director of Finance

Date Revised: June 26, 2017

Dept. /School: Finance

Primary Purpose:

Direct and manage the accounts payable activities of the district. Ensure compliance with applicable state laws and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

Four (4) years accounts payable related experience at clerical level

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Major Responsibilities and Duties:

Accounts Payable

1. Oversee the daily operation of the accounts payable department.
2. Develop and implement procedures to ensure timely and accurate processing of all accounts payable.
3. Ensure that accurate records of accounts owed are maintained and monitor account balances on an ongoing basis.
4. Submits appropriate files to the bank for each check or electronic payment run.
5. Maintain vendor files.
6. Records wire transfers in accounts payable module.
7. Review and authorize payment of invoices, check requests, travel advances and expense reports.
8. Conduct periodic checks of department payables, including travel advances, expense reports and check requests.
9. Manages 10999 files along with the yearly distribution and electronic submission to the IRS.

Personnel Management

10. Select, train, evaluate, and supervise accounts payable staff and make sound recommendations relative to assignment, transfer, retention, discipline, and dismissal.
11. Evaluate job performance of employees to ensure effectiveness.

Administration

12. Work with administrators, principals, directors, and staff regarding accounts payable issues.
13. Work with vendors regarding accounts payable issues.
14. Compile, maintain, and file all reports, records, and other documents required, including auditable records.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of accounts payable clerk(s).

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.