

Title: Accounts Payable Supervisor
PG: 38
Status: Civil Service
Position Reports to: Chief Accountant
Department: Finance

Class Code: 6005
Date: 11/08

GENERAL DESCRIPTION OF CLASS:

This is responsible, supervisory and technical work in supervising the operation of the city's vendor accounting and check writing system. Work involves supervision of employees assigned to the accounts payable section of the Finance Department. The job duties also require technical support and administration of the computer system that processes payments to vendors on behalf of all City departments. Independent judgment must be used in the application of city purchasing and accounting policy to the vendor payment process. Technical monitoring and maintenance of the computer system is to be performed under the direct supervision of the Chief Accountant. Direct supervision is exercised over a staff of clerical personnel.

ESSENTIAL FUNCTIONS:

1. Oversees the accumulation, auditing and processing for payment of all invoices for goods and services paid on behalf of all City departments.
2. Oversees the generation of checks drawn against the City's central paying bank account, and ultimate distribution of these checks to vendors in satisfaction of invoices submitted to the City.
3. Verifies that the invoice payment process is accurately posted within the City's accounting system. This involves developing a keen understanding of the design features, limitations, and working procedures of the online accounts payable software module that is integrated into the City's automated accounting system, and a working knowledge of basic accounting principles. Maintenance of this automated system to the extent required above and beyond basic data entry is the responsibility of the Accounts Payable Supervisor, including reconciliation of the accounts payable module to supporting subsystems and certain end of year maintenance of the database.
4. Insures that day-to-day operating procedures performed by the clerical staff are consistent with the design features and limitations of the automated system. The Accounts Payable Supervisor must assume direct responsibility for exercising certain procedures that require a higher degree of technical expertise and accuracy.
5. Prioritizes daily duties of the accounts payable section given the changes in daily workload, and delegates duties to the clerical staff in a manner which insures an equitable distribution of the workload and effective cross-training.
6. Provides vendors and City departments with information regarding the status of paid/unpaid invoices, purchase orders and budgetary compliance.
7. Assures that City policy with regard to purchasing procedures and accounting principles are accurately and consistently applied to the accounts payable process by establishing procedures, reviewing the work of subordinates and other departmental personnel for compliance with those procedures, and answering questions.
8. Conducts performance evaluations for employees in the accounts payable office.
9. Conducts training for clerical staff in the accounts payable section and in other City departments as to the use of the computerized accounting system, preparation and flow of paperwork, and application of purchasing policies.
10. Maintains the chart of accounts used within the general ledger module of the City's automated accounting system.
11. Oversees the distribution of financial reports to all departments of the City.

ADDITIONAL RESPONSIBILITIES:

1. Participates in the planning and implementation of new operating and automated procedures as they are required based on changes in City policy. This function includes assistance in the implementation of new computer systems as mandated by advances in computer technology.

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2. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of accounting principles and procedures as they relate to the accounts payable function in a fund accounting environment.
2. Knowledge of computerized systems and concepts. Must possess superior analytical abilities in order to quickly master the technical aspect of a large computer system.
3. Ability to meet deadlines and stay calm under stressful situations.
4. Ability to plan, organize and prioritize job demands and delegate duties to subordinates in an equitable manner.
5. Ability to effectively supervise, interact with and motivate a group of subordinates possessing diverse personality traits.
6. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
7. Ability to adhere to developed standards, policies and procedures to unforeseen circumstances and resolve problems that may arise during the course of business.
8. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of reports to supervisors or administrative staff. Ability to effectively communicate with the other City employees and the general public.
9. Ability to guide the interaction of the accounts payable section with other functions of the Finance Department as a cohesive team.

WORKING ENVIROMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Five (5) years experience with automated accounts payable or other accounting systems.
3. Must be able to successfully demonstrate supervisory ability based on an evaluation performed by the Civil Service Department.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid telephone number.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.