

# Classification Description



**Job Title:** Accounts Payable Supervisor

**Pay Grade:** 112

**Job Code:** 3502

**FLSA Status:** Exempt

## **Job Purpose**

The Accounts Payable Supervisor is responsible for planning, organizing, and overseeing the operations of the accounts payable department; overseeing and participating in analyzing, verifying, and auditing various accounts payable, travel and purchasing card transactions; and ensuring compliance with established Board policies and governmental regulations.

## **General Responsibilities**

### **Essential Functions**

Plans, organizes, directs, and oversees the day-to-day operations and activities of the Accounts Payable department. Ensures prompt and accurate payment to vendors.

Directs and provides guidance to Travel and Purchasing Card area; overseeing the activities of the Travel and P-Card Specialist.

Ensures budget availability prior to processing transactions as well as proper funding source.

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

Investigates and identifies processing errors within the financial and travel software system.

Assists in the testing and implementation of financial and travel system upgrades.

Performs accounts payable general ledger account reconciliation to include, but not limited to, petty cash, prepaids and abandoned property reports.

Identifies, analyzes, researches, and resolves accounting issues associated with accounts payable transactions such as tax problems, purchase order, and/or invoice discrepancies; resolves vendor disputes; coordinates with vendors to improve or streamline operations.

Selects, trains, supervises and evaluates Travel/P-Card and Accounts Payable department staff.

Ensures compliance with established Board policies and governmental regulations.

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Performs end of month and year-end activities, including: voiding checks, preparing manual checks, preparing and researching information for a variety of regular tax and other required functions, prepare 1099 forms.

Directs year-end accounts payable and travel/p-card activities, ensuring accrued expenditures are allocated to the appropriate accounting period/fiscal year; prepares related general ledger account reconciliations in support of the annual external financial audits.

Conducts banking activities including stop payments, voids, etc.

Processes charge backs or pre-paid accounts.

Conducts periodic training of budget administrators on accounting procedures for area of responsibility. Maintains the accounts payable and travel/p-card training manual for use by all College faculty/staff.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in finance, accounting, business or related field.

Five (5) years full time professional accounting experience. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Plan, organize and supervise the activities of the accounts payable and travel/p-card functions of the department.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

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- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

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Approved: January 10, 2013. Revised: August 27, 2013, July 1, 2014, October 1, 2014, January 28, 2021, and April 20, 2022. Revised: July 1, 2023.