

ACCOUNTS PAYABLE SUPERVISOR

DEFINITION

Under general direction, supervises the staff and operation of the accounts payable sections; performs the more difficult work of the section; and performs related work as required.

EXAMPLES OF DUTIES

Plans, supervises, and performs the more complex accounts payable duties involving processing, recording, and reporting. *E*

Interprets rules, regulations, policies, and procedures for assigned personnel. *E*

Works with the county on-line accounting system IFAS (Bi-Tech) user group for the improvement of the accounts payable system. *E*

Enters accounts payable data into the county on-line accounting system IFAS (Bi-Tech). *E*

Trains, instructs, and schedules tasks for subordinate personnel. *E*

Reviews and audits the work performed by subordinates for accuracy, completeness, and compliance. *E*

Analyzes problems and errors; modifies procedures, forms, and schedules, to facilitate accurate and timely payments. *E*

Gathers required supporting documents and arranges with District and County disbursement departments for preparation of non-payroll payments, verifying and validating documents. *E*

Compiles and prepares year end current liability entries. *E*

Responds to non-routine inquiries from District, County, and vendor personnel regarding accounts payable. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Bookkeeping and accounting principles;
2. Financial record keeping procedures;
3. Modern office equipment and procedures;
4. Business math;
5. Analysis and interpretation of data processing reports as related to financial record keeping;
6. Computerized programs and equipment; and
7. General principles of supervision and training.

Ability to:

1. Read, interpret, and apply laws, rules and regulations affecting school district accounts payable accounting;
2. Read, understand, and apply District budget, accounting and fiscal procedures, and policies;
3. Resolve problems with tact and proficiency;
4. Interpret and explain various procedures;
5. Operate a typewriter, computer, and calculator quickly and accurately;
6. Instruct, train, and supervise the work of others;
7. Perform difficult and responsible accounting procedures with accuracy;
8. Relieve a supervisor of administrative detail;
9. Change and adopt office procedures and details to changing needs and requirements;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Relate to other people beyond giving and receiving instructions.

EDUCATION

Individuals possessing the Knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Progressively responsible experience in accounting and preparation of financial reports of moderate or greater difficulty;

or

Experience equivalent to or above the Senior Account Clerk level in the Huntington Beach Union High School District and college level coursework in accounting, bookkeeping, or auditing.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of office equipment; seeing to read, analyze and assure the accuracy of financial data; hearing and speaking to exchange information and conduct presentations.

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7/94