



POSITION DESCRIPTION

JOB TITLE: Supervisor, Accounts Payable Job Class:	
DATE	Office of the Chief Financial Officer Accounts Payable
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: The Supervisor, Accounts Payable provides leadership and supervisory assistance to the Comptroller, in the direction, administration, and maintenance of the District's accounts payable policies, practices and procedures for the accurate payment and accounting of invoices; and all reporting requirements to vested stakeholders. Position ensures the integrity of financial records. Identifies and informs Comptroller of all material operational and financial matters. Implements and maintains effective financial controls. Coordinates with other departments to resolve issues to ensure policy and procedures are followed; and assist in account reconciliations, month and year-end close processes. Adheres to and complies with all applicable federal, state and local governmental requirements.</p>	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Coordinates monitors and maintains the daily Accounts Payable process to ensure adequate internal controls and safeguards are in place related to payment of authorized invoices affecting the financial assets of the district.
2. Manages accounting functions including maintenance of accounts payable accounts systems and related reconciliations of the balances and ensure accuracy and timeliness in accordance with professional care (due diligence) standards of the accounting industry.
3. Stays abreast of accounting pronouncements, practices, and trends. Maintains in-depth familiarity of Generally Accepted Accounting Principles (GAAP) to effectively participate in dialogues with peers, supervisors, senior management, internal/external auditors and other financial officials.
4. Applies GAAP in the performance of assigned responsibilities. Identifies technical accounting issues, researches authoritative accounting reference materials, identifies alternative accounting treatment, and recommends specific GAAP to be applied with full documentation for management review and for audit purposes.
5. Assumes supervisory responsibilities for assigned general accounting functions, projects, or processes; supervises assigned professional and/ or clerical staff; identifies work and control objectives and procedures to be preformed; sets due dates and maintains a current project list for assigned responsibilities; reviews and evaluates staff work products; trains staff and

evaluates job performance; reviews procedures for appropriateness; monitors and improves work flow; and, identifies opportunities to streamline and automate processes.

6. Assumes "ownership" of internal financial controls in assigned areas and, on a timely basis, monitors controls for effectiveness and improvement; alerts management as appropriate; routinely evaluates assigned areas for new accounting controls that may be needed; and fully documents all internal controls.
7. Isolates unusual transactions, reviews for appropriateness, and make proper notations; evaluates unusual transactions for an emerging pattern or a change in operating conditions, and follows up by adjusting controls and procedures.
8. Develops ongoing and collaborative relationships with internal and external stakeholders. Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.
9. Maintains thorough knowledge of financial systems technology to participate in the planning, design, and implementation of the Department's financial information systems; interacts with and works with the Department of Technology and with contractors/vendors/consultants to facilitate the maintenance, improvement and implementation of planned or existing financial systems; and, as required, populates tables, maintains chart of accounts, creates reports and computer screens; performs queries, and performs other functions as necessary to properly maintain financial systems in a client/server computer operations environment.
10. Proactively informs the management of all material operational and financial matters or change related to: budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes policies and procedures.
11. Participates in the preparation of GAAP basis financial reporting including footnotes, required disclosures, account analysis as needed, work paper documentation, and interaction with auditors. Ensures compliance with all audit findings to maintain an unqualified audit opinion.
12. Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting records and reports. Monitors expenditures against the current annual budgets to include analyzing accounts to assure proper expenditure recording. Prepares, as directed, revenue estimates and expenditure projections.
13. Recommends adoption of best practices as related to Accounts Payable. Ensures departmental written procedures are continually updated and documented.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Comptroller.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises clerical and accounting assistant staff members.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in Finance, Accounting, Public Policy Administration or a closely related field from an

accredited college or university. A Certified Public Accountant designation is preferred.

Experience Requirements

Five years of progressive experience in governmental accounting, auditing or advanced accounting; school district experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are necessary. Ability to communicate complex financial data to stakeholders is required. Strong analytical and problem-solving skills are required. Knowledge of computer hardware and software including applications and programming; proficiency in using MS Office, advanced spreadsheet capabilities and an understanding of databases and internet operations. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Must be able to work effectively under time constraints, juggle multiple responsibilities with varying deadlines with a high degree of accuracy. Must be able to work with a diverse population. Experience supervising staff and managing budgets. Project management experience is helpful.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.