

Job Description: ACCOUNTS PAYABLE SUPERVISOR

Class No.	205	Department:	Auditor's Office
Position No.	495-8200	EEOC Category:	Administrative Support
Pay Group:	15	FLSA:	Non-exempt

SUMMARY OF POSITION

Under general direction of the County Auditor, this position supervises and coordinates processing of all accounts payable for the County. Performs accounts payable functions including entering accounting payable, preparing reports and recording, filing and scanning invoices. This employee's work involves assessing effectiveness or investigating or analyzing a variety of unusual circumstances. This position requires the ability to multi-task. This is a responsible position requiring independent judgment.

Because of sensitive information handled by this position, the position requires the ability to maintain strict confidentiality and maintain high ethical standards.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Accounting Manager/Internal Auditor. This is a supervisory position, and supervises the accounts payable clerks and part-time staff. This position has regular contact with the general public, other department employees, all county departments, banks, vendors, elected and appointed officials, and external auditors.

EXAMPLES OF WORK

Essential Duties*

Oversees processing and "flow" of all accounts payable, via the processing systems environment and takes all steps necessary to ensure their **completeness and accuracy**.

Supervises the accounts payable team (ap auditor(s), accounts payable clerk(s), and part-time staff).

Plans and coordinates work assignments and verifies the work of Accounts Payable team members.

Trains the accounts payable team (ap auditor(s), accounts payable clerk(s), and part-time staff).

Ensures that system records for supplier accounts accurately reflect county liabilities at all times by performing reconciliation to supplier statements and negotiating disputes with suppliers where necessary, including researching invoices as necessary (reconciles complex Vendor Statements).

Oversees the coding of vendors' invoices and credit memos in accordance with defined policies and procedures;

After reviewing accounts payable batches, posts batches in the financial accounting system;

Runs weekly invoice reconciliation batch reports and verifies information and balance total (reconciles and balances accounts payable batches to the "Bill List" presented to Commissioners Court;

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Communicate any significant, important, or potentially volatile situations to the County Auditor.

Ensures that all payments are made to suppliers in accordance with policies and procedures, ensuring that all expenditure and payment authorizations are obtained.

Ensure that invoices are paid in a timely basis.

Ensure that all questionable costs are investigated, documented and reported to the County Auditor and/or First Assistant.

Ensure that all expenditures processed are within allowable budget for the time period.

Ensures that all departments follow the Travel Policy and that they provide supporting documentation.

Ensures that there are no duplicate payments, overpayments, or late fees.

Ensures that the proper vendor is paid.

Ensure that all accounts payable have sufficient documents, and request and receive additional documentation if needed.

Assists as required by performing accumulation of various financial data for miscellaneous and special projects.

Assists in reviewing the performance of the Accounts Payable team members and identifying any training requirements or other actions as necessary.

Assists in continuous improvement of defined controls and procedures in order to meet accounts payable objectives.

Maintain a good working relationship with elected officials, department heads, employees, vendors and the public.

Distributes materials and invoice documents to appropriate department personnel.

Maintains a variety of reports and records such as invoices, accounts payable ledger, contracts and expense forms.

Responds to questions pertaining to departmental policy and procedures.

Copies and collates materials for distribution and records storage.

Provides instruction on the completion of forms or makes referrals to other sources of information.

Provides assistance on accounts payable and budget lines to both departments and the public;

Performs all other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.

Exceptional knowledge of federal, state and local laws pertaining to accounts payable.

Exceptional knowledge of Guadalupe County regulations, policies, procedures and fiscal policy.

Exceptional knowledge of department codes.

Exceptional knowledge of maintaining basic accounting records and report preparation.

Exceptional knowledge of basic record keeping procedures.

Exceptional knowledge of County Auditor forms, rules, procedures and guidelines.

General knowledge of accounting principles and procedures

General knowledge of grammar, punctuation and spelling.

General knowledge of basic hardware and software of different computer operating systems.

General knowledge of modern business office practices and procedures.

Exceptional skill in executing accounts payable procedures.

Exceptional supervisory skills.

General skill in employee performance evaluation

Exceptional skill in planning, assigning and coordinating activities.

Proficient skill in reviewing and correcting the work of others.

Exceptional skill in establishing and maintaining effective working relationships with County staff and the general public.

Exceptional skill providing information and assistance to the assigned office staff and customers.

Exceptional skill in the use and interpretation of accounting and legal terminology.

Exceptional skill in training and supervising office staff.

Exceptional listening skills.

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Exceptional skill in keeping others informed.

Exceptional skill in basic mathematical calculations.

Exceptional skill in maintaining basic accounting records and report preparation.

General data entry skills.

General skill in reception, telephone etiquette and customer relations.

General skill in designing and implementing new forms and office procedures.

General skill in identifying problems and developing solutions.

General skill in operating standard office equipment, such as personal computers, calculators, and telephones.

General organizational skills.

General skill in expressing oneself clearly and concisely, both orally and in writing.

ACCEPTABLE EDUCATION AND/OR EXPERIENCE

Any combination of education, experience or training may be substituted on a year for year basis.

High School diploma or equivalent. Ten (10) years of experience in accounts payable, bookkeeping experience, or related work in an accounting or fiscal office including experience in a supervisory role.

SUPERVISION

The Accounts Payable Supervisor is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, thoroughness, accuracy, compatibility and effectiveness.

The Accounts Payable Supervisor is responsible for supervising and providing lead work direction to accounts payable staff.

The Accounts Payable Supervisor trains and instructions other staff members as well as evaluate, review and correct their work.

The Accounts Payable Supervisor is responsible for informing the First Assistant County Auditor and / or County Auditor of progress, deadlines, projects, and potentially controversial matters.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of

themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

GUIDELINES

The Accounts Payable Supervisor must use judgment in selecting the appropriate guidelines and procedures for application to specific cases. This position must have a strong work ethic. The Accounts Payable Supervisor must follow directions, meet deadlines, have good attendance, be punctual, follow through on tasks, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be adaptable, a self-starter.

EMOTIONAL DEMANDS

This position must handle a stress level of dealing with contacts within the general public and Guadalupe County Departments. The Accounts Payable Supervisor meets with contacts in a structured setting at Guadalupe County facilities. The contacts are generally cooperative however this position must obtain, clarify or give facts to county employees and members of the outside public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 25 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

ESSENTIAL FUNCTIONS

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Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
205-Accounts Payable Supervisor**

NOTICE:

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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.