

ACCOUNTS PAYABLE SUPERVISOR

DEFINITION

Under general supervision, supervises the employees and coordinates the activities of the Accounts Payable Section of the Auditor-Controller's Office; reviews the work of subordinate staff; investigates billing discrepancies; prepares summary reports; and does other work as required.

DISTINGUISHING CHARACTERISTICS

The Accounts Payable Supervisor is a single-position class in the Auditor-Controller's Office responsible for processing all accounts payable for the County including bill payments and contract payments. The work of the Accounts Payable Supervisor requires ongoing supervision of accounting clerical staff and frequent contact with members of the public and County departments to resolve billing discrepancies.

Accounts Payable Supervisor is distinguished from Accountant Auditor in that the latter performs general bookkeeping and accounting tasks and may serve as a lead worker to accounting technical and clerical staff. Accountant Auditor requires general knowledge of various areas of accounting, whereas, Accounts Payable Supervisor is a specialist, responsible for disbursing large sums of money with limited supervision.

Accounts Payable Supervisor is distinguished from Associate Accountant Auditor in that the latter requires a broad knowledge of accounting principles and practices applicable to a variety of situations and programs, whereas, Accounts Payable Supervisor requires detailed understanding of the accounts payable function.

EXAMPLES OF DUTIES

1. Provides daily supervision of a staff of accounting technical and clerical personnel responsible for processing all County purchase orders, contract payments and other claims; plans, directs, assigns, coordinates and reviews the work of subordinate staff.
2. Interviews and recommends selection of candidates for employment; provides training, reviews performance and prepares performance evaluations; recommends disciplinary action when necessary.
3. Plans and implements goals, objectives, standards and procedures for Accounts Payable Unit in conjunction with departmental management staff.
4. Reviews all contracts committing the County to expenditure of funds to determine the amount of money to be encumbered and the payment schedule authorized; processes change orders affecting payment schedules and amounts to be paid; reviews all requests for final payment to determine that appropriate documentation has been received verifying that all contractual obligations have been met.
5. Reviews and analyzes unliquidated encumbrances; liquidates remaining encumbrance balances after last payments have been completed.
6. Supervises and participates in the review and processing of budget transfers; approves transfers.
7. Monitors all service and supplies line items in all county budget units to determine that sufficient funds remain for payment of accounts payable; notifies departments when additional funds are required.
8. Works with vendors to resolve billing discrepancies; researches the records of the Auditor-Controller, the Purchasing Office and operating departments to resolve discrepancies; processes the most difficult transactions.

Accounts Payable Supervisor

9. Monitors all fixed asset expenditures and updates fixed asset accounting records.
10. Provides summaries and analysis of Accounts Payable records to assist in the compilation of the County Cost Plan.
11. Completes special projects as assigned.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. The principles and practices of financial record keeping as they relate to the accounts payable function

Working knowledge of:

1. Laws and regulations governing payment of bills by the County of Monterey.
2. Basic accounting practices and procedures.
3. Automated accounts payable systems.

Some knowledge of:

1. Principles and practices of effective supervision.

Skill and Ability to:

1. Read, understand and interpret the principles, laws and procedures involved in the accounts payable function.
2. Plan, direct and review the work of subordinate accounts payable staff.
3. Supervise and evaluate subordinate accounts payable staff; provide training; recommend and carry out disciplinary action.
4. Prepare financial reports and maintain journals.
5. Analyze, evaluate and draw logical conclusions from data.
6. Analyze administrative procedures; recommend and implement improvements.
7. Communicate effectively both orally and in writing.
8. Provide excellent and courteous customer service and establish and maintain effective working relationships.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California class C driver license or be able to provide suitable transportation that is approved by the appointing authority.
2. Pass a background investigation.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experiences, education or training, typically:

Two years of experience supervising the Accounts Payable Section of a large firm

OR

Three years of experience as a Senior Account Clerk with the County of Monterey working in the Accounts Payable Section of a large department

OR

Two years of experience as an Accounting Technician with the County of Monterey working in a departmental accounting function.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to see well enough to prepare, process and review various documents and to review and supervise the work of subordinate staff.
2. Ability to read standard printed text and data on computer terminal display screen.
3. Ability to hear and speak sufficient to function in a typical office environment.
4. Physical dexterity and mobility to function in a typical office environment.
5. Finger dexterity to operate a computer keyboard, calculator and other office equipment.
6. Mobility to reach, stoop, and bend to file forms and supplies.

CLASS HISTORY

Class Code: 80J80
Established Date: August 1985
Revised Date: March 2006
Former Title: N/A

CLASS DATA

Job Group: 17
EEO Category: OC
Work Comp. Code: 8810
Bargaining/Employee Unit: F
FLSA: C
MOCO OT: Y

Accounts Payable Supervisor

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County Administrative Office

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Date