

ACCOUNTS PAYABLE SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and perform various accounts payable and financial functions at the District Office.

TYPICAL DUTIES

Supervise, coordinate and perform accounts payable processes and procedures for the District's general fund and other governmental funds, which include the following major functions:

Accounts Payable

Responsible for the accurate reporting and timely payment of district obligations, which include the review and monitoring of such transactions to ensure adherence to: a) District procedures and Board policies and regulations; b) State Accounting Manual requirements and established District budget and accounting guidelines; and c) applicable Federal, State, and local laws.

General Accounting

Establish and ensure adherence to internal controls over accounting procedures at the District Office; serve as advisory resource for internal accounting control matters for area of responsibility; reconcile financial information with County records.

External Reporting

Prepare accurate and timely information and reports for Federal, State, and local agencies, the District Board of Trustees, colleges, etc.; communicate with external organizations to assure proper reporting and reconciliation activities.

Other

Train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; utilize computerized accounting systems to ensure that reports are accurate, timely, and useful; utilize technology to improve employee production; recommend productive and cost-effective modifications to automated systems; coordinate activities with District and college departments and external agencies to ensure compliance with accounting standards and reporting requirements; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Three years of increasingly responsible financial recordkeeping experience (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A Bachelor's degree from an accredited institution in accounting, business administration, or a related business or administrative field; **OR**, a Bachelor's degree from an accredited institution in any area **AND** one additional year of qualifying experience; **OR**, an Associate's degree from an accredited institution in accounting, business administration, or a related business or administrative field **AND** two additional years of qualifying experience; **OR**, an Associate's degree from an accredited institution in any area **AND** three additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code, Public Contract Code and other laws and regulations relating to governmental business and accounting activities; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; requirements of various funding sources; generally accepted accounting principles; governmental accounting, budgeting and auditing principles; methods and practices of accounts payable and financial recordkeeping; computer systems and applications related to accounting in a business environment; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; accurately report and ensure timely payment of district obligations; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.