



## **ASSISTANT ACCOUNTS PAYABLE SUPERVISOR**

### **GENERAL RESPONSIBILITIES**

Assist in the supervision of the centralized accounts payable (pre-audit) function of the School Division in accordance with School Board, City, Commonwealth of Virginia, and Federal ( e.g., IRS) vendor payment related law's (including the Uniform Commercial Code), policies, regulations, and other authoritative pronouncements.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist in establishing procedures to be followed for vendor payments, invoices, purchase orders, contracts, travel vouchers, utility payment and other similar transactions to ensure adherence of Federal, State and City laws and regulations in Supervisors absence.
- Review and analyze expenditure vouchers for proper documentation coding and propriety: sign and approve vouchers as to the availability of appropriations.
- Supervise and coordinate financial data research projects received for the Director for use by other departments and agencies and communicate results orally or in writing in Supervisors absence.
- Assist in the training of the staff in the use of calculators, chart of accounts, computer terminals, and various microcomputer software package applications.
- Assist in providing documentation on various financial transactions.
- Ensure the appropriate documentation and summarization of expenditures relating to certain grant reimbursements, utility bills, and similar activities.
- Coordinate the rectifying of purchasing/vendor problems related to shipping dates, material damages, quantity discrepancies, duplicate shipment, backorders, etc.
- Communicate with various departments, schools and vendors on expenditure information and payment status in Supervisors absence.
- Close accounting books for the Accounts Payable department for the month and year in Supervisors absence.
- Set up vendors in the Oracle program and Microsoft Prepare and mail 1099s to vendors.
- Attend weekly meetings with the Oracle Vibes Team and Oracle user and supplier meetings.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws and regulations pertaining to accounts payable accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business Administration (concentrating in Finance, Accounting, or similar field). Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Considerable experience in the Accounts Payable (Pre-Audit) field (including Supervision of Paraprofessional employees and the coordination of complex Pre-Audit operations).

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.

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

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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