ACCOUNT PAYABLE SUPERVISOR

DEFINITION
Under general supervision, supervise the work flow and activities of staff performing a variety of financial and accounting related support functions.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

JOB TASKS
- Supervise and participate in the preparation of accounts payable, accounts receivable operations.
- Review and make adjustments, journal entries and ledger entries utilizing appropriate systems to open, balance and close fiscal year records.
- Conduct internal audits of journal entries and calculations and assure accuracy and compliance with laws, rules, codes and regulations and policies.
- Train, supervise and evaluate assigned personnel; participate in the selection of personnel; recommend disciplinary and other actions as appropriate.
- Analyze AP/AR problems and assist in developing solutions to recommend procedural changes as appropriate.
- Participate in central accounting functions fiscal year closing adjustments and preparation for auditors; work with County and State Administrative staff and auditors.
- Perform other job-related functions as assigned or as the situation requires.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of generally accepted accounting principles within a municipality, City and Department rules and regulations governing finance and accounting practices, and reporting techniques;
- Skilled in analyzing financial data, preparing financial reports and statements;
- Skilled in providing and following oral and written instructions in English, and establishing and maintaining positive productive working relationships
- Ability to effectively communicate verbally and in writing w/ all levels of staff , vendors and customers, to train, mentor, and supervise staff using progressive disciplinary practices;
- Proficient in the use of computer hardware, financial software and ten-key machines to include Microsoft Office Professional Suite software package.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s degree from a four-year accredited college or university AND three (3) years of progressively responsible public accounting experience in a municipality.