

ACCOUNTS PAYABLE SUPERVISORDEFINITION

Under general supervision, supervises and participates in the preparation and maintenance of financial and accounting documents and reports for the City's Purchasing Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Establishes employee performance standards and supervises, trains and evaluates assigned staff. Maintains departmental personnel and financial transaction document filing systems. Assists Administrative Manager in budget preparation and the development and implementation of policies and procedures, which include systems to ensure quality customer service and compliance with code requirements, as well as accounting practices. Reviews, approves and processes data from documents such as invoices, Purchase Orders (PO's), and Direct Payment Vouchers (DPV's). Adjusts and liquidates encumbrances. Develops procedures to perform Purchasing operations. Designs and updates internal documents such as forms, applications, and reports. Assists in correcting malfunctions in regard to the mainframe program. Prepares routine reports, statements, and correspondence. Coordinates the installation of phones, computers, and other office equipment purchased for the department. Receives, evaluates, and resolves customer complaints. May reconcile accounts to general ledgers; post, balance, and audit ledgers, subsidiary journals, and other municipal financial and accounting records. Actively participates in Total Quality Service processes. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This single position class oversees the work of all clerical and accounting staff in the Purchasing section and performs highly responsible professional accounting work requiring independent action and judgement in making decisions in accordance with established policies, procedures and code requirements. This class reports to the Administrative Services Manager who manages the City's Payroll and Purchasing Divisions. It is distinguished from Senior Accounting Assistant in that it performs supervisory duties in addition to technical accounting work. It differs from the Supervising Accountant in that it concentrates on the City's accounts payable system, versus a general accounting section performing a wide variety of duties, and the minimum requirements are lower.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years increasingly responsible professional work experience in finance or accounting, including one year in a lead or supervisory capacity. Graduation from a four-year college or university with a degree in accounting, finance, public or business administration, or related fields may be used in combination with experience to meet the necessary minimum qualifications, or any equivalent combination of experience and training which provides the following:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of supervision, organizational techniques, and staff management; accounting principles and practices with an emphasis in accounts payable; modern office practices and procedures.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Access, and Excel and mainframe financial system software; the operation of calculator and other modern office equipment.

Ability to: plan, assign, supervise and review the work of assigned personnel; develop, implement, and maintain Total Quality Service processes; interpret, explain, and follow complex policies; make arithmetic calculations rapidly and accurately; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with vendors, the general public and other City employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer combines a strong sense of quality customer service with good supervisory and organizational abilities. They are helpful, pleasant and diplomatic with other staff and the public, and are attuned to the priorities and firm deadlines of this high productivity division. They are ethical, honest, and have a high commitment to Total Quality Service in the workplace.

Class title change from Supervising Accounting Assistant per Council Resolution No. 2001-082, effective 11-19-01

Class specification prepared and approved: 1/02

ADA Approved: 1/02

Reviewed: 2/06