JOB DESCRIPTION

POSITION TITLE: Accounts Payable Supervisor  
JOB CODE: 466B

DIVISION: Financial Services  
SALARY SCHEDULE: Professional/Supervisory Support Annual

DEPARTMENT: Capital Project Accounting & Accounts Payable  
WORK DAYS: 238

REPORTS TO: Director Capital Project Accounting & Accounts Payable  
PAY GRADE: Rank F (NK06)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Functions as the supervisor over the Accounts Payable staff. Oversees the data integrity of the Munis Vendor Maintenance System as well as the Accounts Payable vendor credit card and ePayables payment processes.

REQUIREMENTS:

1. Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor’s degree requirement

2. Certification/License Required: None

3. Experience: 3-5 years of Accounts Payable or Bookkeeping experience

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Excel and Word; leadership skills; accounting and analytical skills; math aptitude; customer service skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Coordinates all Accounts Payable functions including training and providing daily financial, procedural and software support for Accounts Payable.

3. Supervises Accounts Payable staff; responsible for completing staff annual evaluations.

4. Maintains the Vendor Maintenance system to ensure vendors are properly setup according to Internal Revenue Service regulations.

5. Analyzes and reports E-verify data to the State of Georgia annually as required by State law.

6. Reconciles and maintains C-pay and E-payables records.

7. Processes daily expenditures and prepare monthly reconciliations of the Accounts Payable vendor credit card and ePayables Works System.

8. Maintains excellent relations with external vendors and other District departments.

9. Oversees the review and processing of the Performance Service Contracts (Form FS-213).

10. Processes and files Form 1099MISC with vendors and the IRS annually.

11. Gathers all necessary information for open records requests including the work estimates to complete and the actual documentation upon the direction of the requestor.

12. Performs other duties in Accounts Payable and Capital Projects Accounting as assigned by appropriate administrator.

Signature of Employee ____________________________ Date __________________

Signature of Supervisor ____________________________ Date __________________