

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Accounts Payable	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support Annual
DEPARTMENT: Capital Project Accounting & Accounts Payable	WORKDAYS: 238
REPORTS TO: Director Capital Project Accounting & Accounts Payable	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages, plans, and evaluates the Capital Projects/Accounts Payable Coordinator, Accounts Payable Specialists, Accounts Payable Clerks and Lunchroom Accounts Payable Clerk positions. Oversees the data integrity of the Munis Accounts Payable, Contract Payable, and Vendor Maintenance Systems as well as the vendor credit card and ePayables payment processes and the IRS 1099 filing process.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree with Accounting (Major) required
2.	Certification/License Required: None
3.	Experience: 5 years of Accounts Payable experience; supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; work independently; strong analytical skills; strong organization and computer skills, including MS Word and Excel, Adobe Professional, and Accounting Information Systems (AIS); strong understanding of accounting concepts and functions

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.	Manages and evaluates the Capital Projects/Accounts Payable Coordinator, Accounts Payable Specialists, Accounts Payable Clerks and Lunchroom Accounts Payable Clerk positions.
3.	Coordinates the payment of all payables insuring accurate payment and distribution.
4.	Oversees technology changes to include application, enhancements, upgrades, installments, and training.
5.	Acts as a liaison between Accounts Payable and vendors, schools, and other district personnel.
6.	Maintains the Munis Vendor Maintenance System to ensure vendors are properly setup according to Internal Revenue Service regulations.
7.	Coordinates the preparation and timely issuance of IRS 1099 forms.
8.	Coordinates the payment of vendors through credit card (cPay) and ePay to include recruitment of vendors for the ePay program.
9.	Oversees the preparation of monthly reconciliations of the Accounts Payable vendor credit card and ePayables Works System with the Munis Accounts Payable System.
10.	Reviews and approves the processing of the Performance Service Contracts (FS-213) in the Munis Accounts Payable System.
11.	Analyzes and reports E-verify data annually to the State of Georgia as required by State law HB-87.
12.	Manages the year-end activity for the Accounts Payable Department and provides support to the Accounting Services Department with the Annual Financial Audit.
13.	Supports the Director, Capital Projects Accounting & Accounts Payable in the Annual SPLOST Compliance Audit.

14.	Establishes and maintains procedures for the Accounts Payable Department.
15.	Attends professional conferences, meetings, trainings and seminars to keep abreast of financial practices.
16.	Performs data analysis to respond to audit requests, open records requests, Board requests and management requests for use in budgeting, planning, and compliance.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____