

ACCOUNTS PAYABLE MANAGER

DEFINITION

Under general administrative direction, supervises and performs advanced financial and accounting duties related to the evaluation, processing, preparation, maintenance and verification of accounts payable and other financial, accounting and statistical records; develops, prepares and maintains complex and specialized financial reports and statements; assists and aids in the preparation of the annual District budget, and in adjusting budgetary accounts; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Controller.

Provides direct supervision to all accounts payable staff as assigned.

EXAMPLES OF DUTIES *(Illustrative Only)*

- Supervises and performs highly complex technical financial and accounting work related to the District's accounts payable and other financial, accounting and statistical functions.
- Assigns, trains, directs, monitors and evaluates administrative, technical, and support staff, as assigned; may participate in employee selection processes; initiate employee disciplinary actions if necessary.
- Reviews, monitors, audits and supervises staff in the use of a computerized accounts payable record management system and related transactions; directs, coordinates and performs the posting, balancing and verification of accounting and budget control records.
- Assists in the formulation, revision, recommendation, implementation and maintenance of working procedures and systems.
- Compiles, verifies and prepares complex expenditure transfers.
- Arranges, posts and balances complex financial data and assists in the preparation of year-end accruals; reviews, verifies and reconciles output reports prepared by self and others.
- Processing of quarterly and annual tax forms.
- Maintains complex journals, ledgers and other accounting records, including independent contractors.
- Prepares technical accounting, budget control and fund analyses.
- Performs a wide variety of statistical and research data gathering activities.
- Interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines to District personnel.
- Provides technical information to county, state and federal agencies.
- Supervises the preparation of check runs and the resolution of complex issues related to lost, canceled or unpaid checks.

- Supervises the auditing and processing of complex reimbursement requests related to travel, training and special events, ensuring compliance with District policies and procedures.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced technical principles and procedures pertaining to government accounting and financial processing.
- Technical accounting and financial reporting policies, principles, and standards.
- Public agency budgetary systems and procedures.
- Principles and practices of technical data analysis, problem solving, and decision-making.
- Principles and practices of supervision, training, and performance evaluation.
- Automated financial systems.

Ability to:

- Plan, organize, and supervise the activities of the accounts payable functions of the department.
- Establish and maintain technical financial and accounting systems.
- Supervise, train and evaluate subordinates; use initiative and independent judgment when prioritizing, planning, and reviewing the work activities of other staff.
- Prepare clear, concise and complete financial documents, reports, and correspondence.
- Use automated information systems, including personal computer word-processing and spreadsheet applications.
- Compile, interpret, and analyze financial data.
- Perform complex technical accounting procedures.
- Develop administrative procedures and operations and evaluate their efficiency and effectiveness, and make recommendations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

Licenses and Certificates:

- Possession of a valid California Motor Vehicle Operator's license.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in general accounting, finance or a closely related field.
- Experience: Four years of accounting work, including two years performing work at a technical level that included responsibility for account maintenance in a computer-assisted accounting record management system.

Special Requirements:

- None

*Class Adopted: 03/01/09
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