

Accounts Payable Supervisor

Non Exempt

General Definition of Work

Performs intermediate administrative work reviewing files for accounts payable, payroll, tax and audit information, processing purchase requisitions, prepaid vouchers, checks and audit packets, providing support to staff and bookkeepers, maintaining applicable records, reports and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Finance Officer. Continuous oversight is exercised over Accounts Payable Clerk.

Qualification Requirements

- Two Year Associate Degree with coursework in accounting or related field, and considerable experience in accounts payable position, or equivalent combination of education and experience.

Knowledge, Skills and Abilities

- Knowledge of accounts payable policies, practices and procedures; general knowledge of routine accounting principles.
- General knowledge of standard office procedures, practices and equipment.
- Ability to follow detailed work procedures.
- Ability to post accounts and to perform mathematical computations with speed and accuracy.
- Ability to operate standard office equipment and related hardware and software.
- Ability to generate and keep related records, reports and files.
- Ability to learn specialized software related to business needs.
- Ability to supervise and oversee the work of others.
- Ability to establish and maintain effective working relationships with associates, vendors and the general public.

Salary

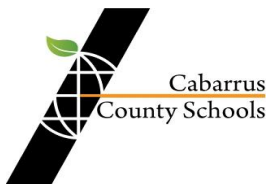
Pay Grade 67

Reports to

Chief Financial Officer

Essential Functions

- Verifies, approves and processes purchase requisitions/orders, prepaid vouchers, and travel forms.
- Runs accounts payable checks weekly, payroll closing checks bi-weekly and monthly, sales tax report and checks monthly.
- Reviews all checks before they are mailed for accuracy.
- Creates, takes and responds to email and phone inquiries.
- Reviews files for accounts payable, payroll, tax and audit information.
- Sets up vendors from W9 forms, employees for travel and purchase reimbursements, CNP and Kids Plus parents for reimbursement.
- Updates vendor information.
- Reviews statements; sends affidavits for vendors who have not received their checks; verifies checks that have not cleared; prepares paperwork to void and re-issue checks.



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Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable training will be provided

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.