

POSITION DESCRIPTION

Title: Accounts Payable Supervisor

Department: Finance & Accounting

Job Analysis: January 1986, September 2011, February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Senior Accountant

Subordinate Staff: Assistant Accounts Payable Supervisor, Accounts Payable Technician

Internal Contacts: Commission Staff and other Elected Officials

External Contacts: All County Departments and Vendors

Status: Classified/Non-Exempt (L)

Job Summary

Arranges for payment of all purchase orders approved by Commission. Maintains account payable claims file and purchase order file. Types miscellaneous letters, forms and reports.

Job Domains

A. Accounting and Financial

1. Verifies authorized signatures on requisitions.
2. Checks requisition totals for errors or unreasonable prices.
3. Receives invoices and statements, and attaches to corresponding purchase orders.
4. Verifies invoices with purchase orders to ensure proper charges.
5. Makes necessary adjustments to invoices.
6. Prepares claims to provide authorization for payment.
7. Prepares payment reports for Commissioners' approval detailing department charges and items and/or services purchased, and paying bills once approved.
8. Writing checks and forwarding to vendors.
9. Enters claims data on data processing system.
10. Prepares manual checks for transfers.
11. Prepares monthly, quarterly, semi-annual, annual recurring vouchers.

12. Takes incoming vendor calls and resolves any discrepancies between outstanding balances and remittance amounts.
13. Detailed allocations for all commission departments.
14. Supervision of Account Payables Technicians and daily office routines.
15. Prepares and maintains Excel spreadsheet on certain vendors.
16. Vendor account trouble shooting when needed.

B. Filing and Records Management

1. Maintains purchase order file by paid and unpaid purchase orders and purchase order register by vendor.
2. Files bills and claims in permanent file by vendor.
3. Composes and types correspondence to vendors.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic accounting and bookkeeping operations.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to read and understand written instructions, manuals and correspondence.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Basic knowledge of bookkeeping and accounting procedures and principles.
7. Knowledge of general office procedures.
8. Knowledge of departmental policies and procedures and ability to apply them to work problems.
9. Ability to work independently with little supervision.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. High school diploma or G.E.D.
2. Five (5) years' experience with Accounts Payable.
3. Experience with computerized accounting systems desired.
4. Possess valid Alabama driver's license.

POSITION DESCRIPTION

Title: Assistant Accounts Payable Supervisor

Department: Finance & Accounting

Job Analysis: March 2005, August 2011, February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Senior Accountant

Subordinate Staff: None

Internal Contacts: Commission Staff

External Contacts: All County Departments

Status: Classified/Non-Exempt (H) (K)

Job Summary

Arranges for payment of all purchase orders approved by Commission. Maintains account payable claim file and purchase order file. Prepares miscellaneous letters, forms and reports. Assists the Accounts Payable Supervisor as needed and performs the duties of the Accounts Payable Supervisor when Supervisor is out.

Job Domains

A. Accounting and Financial

1. Verifies authorized signatures on requisitions.
2. Checks requisition totals for errors or unreasonable prices.
3. Receives invoices and statements, and attaches to corresponding purchase orders.
4. Verifies invoices with purchase orders to ensure proper charges.
5. Makes necessary adjustments to invoices.
6. Prepares claims to provide authorization for payment.
7. Enter claims data on data processing system.
8. Takes incoming vendor calls and resolves any discrepancies between outstanding balances and remittance amounts.
9. Details allocations for all commission departments.
10. Prepares and maintains Excel spreadsheet on certain vendors.

11. Vendor account trouble shooting when needed.
12. Responsible for continuous training to allow for proficient back up for the following responsibilities:
 - a. Preparing payment report for Commissioners' approval detailing department charges and items and/or services purchased, and paying bills once approved.
 - b. Writing checks and forwarding to vendors.
 - c. Typing manual checks when needed.
 - d. Preparing monthly, quarterly, semi-annual, annual recurring vouchers.

B. Filing and Records Management

1. Maintains purchase order file by paid and unpaid purchase orders and purchase order register by vendor.
2. Files bills and claims in permanent files by voucher.
3. Composes and types correspondence to vendors.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic accounting and bookkeeping operations.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to work efficiently with the County's accounting software.
5. Skills to read and understand written instructions, manuals and correspondence.
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. Basic knowledge of bookkeeping and accounting procedures and principles.
8. Knowledge of general office procedures.
9. *Knowledge of departmental policies and procedures and ability to apply them to work problems.
10. Ability to work independently with little supervision.

Minimum Qualifications

1. High school diploma or G.E.D.
2. Five (5) years experience with Accounts Payable.