

**CLASS SPECIFICATION**  
**Accounts Payable Supervisor**

**GENERAL PURPOSE**

Under direction, supervises and performs responsible accounting operations support work in the disbursement of City funds to ensure all financial obligations are met in an accurate and timely manner and establishes and implements appropriate procedures for the Accounts Payable function; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Accounts Payable Supervisor is responsible for supervising and overseeing the City's accounts payable function and ensures accounts payable processes are performed in strict adherence with City policies and procedures and sound financial management principles and practices. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Accounts Payable Supervisor is distinguished from Principal Accountant, Senior Accountant or Accountant in that an employee in the former class supervises and participates in duties of a responsible, technical accounting support nature, while employees in the latter classes perform professional accounting responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and City goals, objectives and performance measures consistent with the City's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations;

provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, coordinates, controls, supervises, oversees and monitors the City's accounts payable function; establishes priorities and responds to inquiries from City staff.
5. Supervises and monitors the processing and payment of all City invoices, including the verification of purchase order numbers, account numbers, proper documentation and authorizations; reviews accounting documents to ensure accurate information and calculations; advises department staff of necessary original and correcting journal entries; examines supporting documentation for accuracy and completeness and to ensure proper authorizations; when necessary, resolves discrepancies with vendors.
6. Reviews and ensures appropriate internal controls for the accounts payable process; monitors and takes action to require compliance with internal controls and City policies and procedures; as necessary, recommends changes to achieve better control and/or to improve the efficiency of functional processes in accounts payable; prepares and maintains control and subsidiary accounting records.
7. Supervises and participates in performing accounts payable month-end and closing activities; prepares accounts payable journal entries; processes warrants; prepares and updates applicable reports and documents.
8. Maintains and updates vendor, contractor and consultant contracts, agreements and lease files; maintains lease schedules for cost accounting purposes; reviews and processes capital project progress payments and retention releases.

#### **OTHER DUTIES**

1. Designs and develops reports for special purpose and ongoing use; generates various A/P reports and files.
2. Assists auditors with annual audit preparation.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Techniques, processes and practices of general, governmental and fund accounting, including internal control.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. City policies and procedures for accounts payable processing.
4. Methods, practices, documents and terminology used in financial recordkeeping.
5. The operations and requirements of the City's automated general ledger system.
6. The uses of spreadsheets and other standard financial and business software.

7. Standard office procedures and practices.
8. Principles and practices of effective supervision.
9. City human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Operate a computer and spreadsheet software.
2. Verify the accuracy of financial data and information.
3. Analyze, post, balance and reconcile financial data and accounts.
4. Make calculations and tabulations and review fiscal and related reports accurately and rapidly.
5. Ensure proper authorization and documentation for disbursements.
6. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, policies and procedures.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with City management, staff, vendors, consultants, contractors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; two years of college course work in accounting, finance, business administration or a closely related field; and at least four years of progressively responsible accounts payable experience, at least two years of which were in a lead capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, vendors, consultants, contractors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.