

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounts Payable Supervisor	REPORTS TO:	Director, Fiscal Control
DEPARTMENT:	Accounts Payable Unit	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	046 Supervisors'
REVISED:	December 13, 2001		

BASIC FUNCTION:

Supervises accounts payable functions and assigned staff; relieves the workload of the Director, Fiscal Control by performing highly responsible fiscal duties and assigned projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, assign, review and evaluate work of assigned staff; train staff in disbursement of district obligations in accordance with current state and federal laws, Education Code, district policies and procedures and audit practices. **E**

Review work of unit for accuracy, completeness, and adherence to time schedules; audits and reviews input; oversee the district's final point of audit and approval for all accounts payable disbursements. **E**

Monitor and interpret new and existing state and federal laws and regulations including tax laws; supervise the compilation of data for issue of annual tax information returns required by agencies authorized to levy taxes. **E**

Perform a variety of research and analysis and makes recommendations to implement new district policies and procedures resulting from new legislation and new programs. **E**

Recommend system modifications, corrections, interfaces and enhancements to accounts payable client server computer application. **E**

Prepare complex fiscal, statistical, and cost accounting data, and governmental claims and reports. **E**

Review contracts and explain district, state, and federal regulations related to accounts payable functions to district staff and others; consult with vendors, as necessary; designs, develops, and implements systems and procedures to ensure timely processing and payment of invoices including new and revised work procedures. **E**

Coordinate activities with other accounting offices and interdepartmental units. **E**

Evaluate, recommend, install and implement new system applications as required to improve efficiency and productivity of unit. **E**

Conduct inservice training programs to provide accounts payable information to school sites and central office locations and attends various seminars and workshops to keep current with changing laws. **E**

Confer with district management staff and others concerning complex contracts, fuel and use taxes, and assists outside auditors in the performance of the annual audit of accounts payable; attends meetings on behalf of management staff as requested. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in accounting, business administration, or related field and four years of recent, progressively responsible accounting or fiscal experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.

Application of accounting principles and procedures.

Requirements of the Education Code, Uniform Commercial Code, and the State Accounting Manual.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Develop and implement applications for computers appropriate to assigned functions.

Gather and analyze data, determine logical conclusions, and make appropriate recommendations.

Communicate effectively orally and in writing.

Develop fiscal and statistical data.

Train, supervise, and evaluate performance of assigned staff.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6538

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