

WEBB COUNTY
JOB DESCRIPTION

TITLE: Accounts Payable Supervisor
DEPARTMENT: 0300 Treasury Dept.
SLOT NUMBER: 0077
REVISION DATE:

JOB SUMMARY:

To ensure the integrity of the accounting function through the accurate and timely execution of all tasks within all areas of responsibility.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure a harmonious working relationship with co-workers and other departments
- Maintain a professional image at all times
- Being present on the job is required
- Required to work overtime as needed
- Ensure compliance with all Webb County and Civil Service policies, practices, and procedures
- Maintain accurate and current account payables vendor maintenance files
- Responsible for maintaining vendor files for 1099 purposes make sure that a W-9 is provided by vendor if needed
- Responsible for the coding of all requests
- Responsible to send the 1099 electronic file to the IRS at year end
- Must be able to supervise and train Accounts Payable employees
- Verifies purchase orders, vendor numbers, and invoices for accuracy
- Runs edit listing to verify that all data entry on invoices are entered correctly
- Responsible for processing check runs, manual and void checks, and detail register to ensure list and checks are in balance
- Verifies that no duplicate payments are created for a vendor
- Responsible for maintaining check log and availability of check supply
- Responsible for returning all paperwork to the Auditor's Office if there is no money available in the budget to pay a vendor or discrepancies with amounts, purchase order, and invoice number
- Must be able to supervise employees and coordinate job responsibilities within the area
- Must be able to work independently with minimal supervisor
- Goals to cross train on the general ledger and reconciliation of A/P
- Perform any other duties as assigned by the Treasurer and Executive Administrator

QUALIFICATION STANDARDS:

- Must possess a BBA in accounting or related field and/or equivalent work experience
- Must have at least one year of experience with 1099's
- Must have excellent Communication Skill

SKILLS AND ABILITIES:

- Must have knowledge with Excel and Word from the Microsoft Office Suite Programs
- Must be able to coordinate workflow and delegate duties
- Must be able to use a numeric keypad by touch with speed and accuracy

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs (boxes, files, and other small equipment or devices)
- Must be able to work outdoors as needed

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Supervised directly by Executive Administrator

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE