



CERTIFIED
MAY 25 2017
By Webb County
Civil Service Commission

Accounts Payable Supervisor

Business Office

BO/1
Pay Grade:18

JOB SUMMARY

This position is responsible for supervising and participating in accounts payable functions for the Business Office.

MAJOR DUTIES

- Trains, assigns, supervises, evaluates, and disciplines accounts payable personnel.
- Reviews all invoices and requests for payment.
- Ensures appropriate supporting documentation has been provided by vendor.
- Verifies vendor information and confirms that purchase orders or payment requests have been approved.
- Monitors accounts to ensure payments are up-to-date.
- Receives researches and resolves a variety of invoice discrepancies.
- Corresponds with vendors and responds to inquiries in a timely manner and with high quality customer service.
- Prepares invoices with supporting documentation for auditors.
- Reviews all work for completeness.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounts payable processes and procedures.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of generally accepted accounting principles (GAAP).

- Knowledge of customer service principles.
- Knowledge of computer and job related software programs.
- Knowledge of supervisory principles and practices.
- Skill in training and supervision of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Budget Officer assigns work in terms of general instructions. The Business Office Administrator reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include generally accepted governmental accounting principles, county accounts payable policies and procedures, and related federal, state, and local laws and regulations. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and accounts payable duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the processing of accounts payable in support of county government operations. Success in this position contributes to the accuracy and efficiency of county financial transactions.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, auditors, purchasers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to influence persons, or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Accounts Payable Specialists (4).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field or a minimum of five years of related experience, preferred.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENTS/INFORMATION

- Must possess valid and current identification.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) 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.

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.

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| Employee's Signature | Print Name | Date |
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| Supervisor's Signature | Print Name | Date |
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