



Accounts Payable Manager

Business Office

BO/5

Pay Grade: 22

JOB SUMMARY

This position is responsible for reviewing the accounts payable operations of the Business Office and generating account payables report for presentation to the Commissioners Court.

MAJOR DUTIES

- Generates Accounts Payable Reports, Unpaid and Liability Reports, Processed Invoices Reports and Pending Invoices Reports that will be presented to the Commissioners Court at scheduled Meetings.
- Reviews and develops long- and short-term departmental goals and objectives; reviews division operations to ensure compliance with department policies and procedures and to reviews progress toward the achievement of goals and objectives.
- Researches and reviews department procedures to determine the need for improvement; recommends changes to policies, procedures and processes to improve department efficiency and effectiveness.
- Trains department personnel; for compliance with workplace productivity standards.
- Follows department policies and procedures.
- Assists in developing annual budget proposals and allocates and manages approved fiscal resources.
- Oversees the maintenance of physical department files and records.
- Assists the Director in preparation of accounts analysis.
- Reviews employee payroll including sick leave, annual leave, personal holiday, and compensatory time balances.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of business process evaluation and improvement techniques.

- Knowledge of advanced professional techniques employed in the accounting field.
- Knowledge of relevant local, state and federal laws, and Internal Revenue Service regulations.
- Knowledge of administrative management and planning.
- Knowledge of large-scale government billing, budget development, bookkeeping, and accounting.
- Knowledge of preparation and interpretation of statistical, technical, and narrative reports.
- Knowledge of county department operations, organization, accountability and responsibility.
- Knowledge of generally accepted governmental accounting and auditing principles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the converting from one software system to another.
- Skill in the improvement of business process.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial and statistical reports.
- Skill in preparing budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish, preferred.

SUPERVISORY CONTROLS

The Budget Officer directs work in terms of department goals and objectives and assigns tasks. The Manager reviews day-to-day operations and work through conferences, reports, and observations of department activities and reports to the Budget Officer.

GUIDELINES

Guidelines include federal, state and local laws; state guidebooks; Attorney General Opinions; Governmental Accounting Standards; and county policies and procedures. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied time management, and accounting. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to support the Business Office in the everyday operations. Success in this position contributes to the accuracy of efficiency of County financial transactions.

CONTACTS

- Contacts are typically with coworkers, other county personnel, elected and appointed officials, vendors, contractors, representatives of state agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to motivate or 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

None

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.
- Must have three to five years of related experience.

OTHER REQUIREMENTS/INFORMATION

- Must possess a valid and current Texas driver's license.
- 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.

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