FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Accounts Payable Supervisor

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, and oversee the day-to-day activities and operations of the Accounts Payable department; oversee and participate in analyzing, verifying and auditing various accounts payable transactions and assure District and federal compliance; train, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

1. Plan, organize, direct, and oversee the day-to-day operations and activities of the Accounts Payable department.
2. Analyze, verify and audit accounts payable transactions and assure District and federal compliance; reconcile and balance accounts payable with General Ledger; issue payments of standing orders.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.
4. Advise and assist administrative staff regarding accounts payable procedures and District policies; research and answer inquiries involving accounts payable.
5. Prepare and maintain a variety of accurate financial reports and records; monitor and review reports and records for accuracy.
6. Communicate with District administrators and personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with outside organizations regarding payments problems and other related financial issues.
7. Coordinate the printing of checks and the delivery of reports and checks to accounting.
8. Perform other accounts payable functions including coordinating the archiving of files, issuing 1099s, maintaining vendor files and other activities as assigned.
9. Operate a computer, calculator and other office equipment.
10. Attend a variety of meetings as assigned.
11. Coordinate Accounts Payable fiscal year-end activities and document preparation for accounting staff and external auditors.
12. Review Accounts Payable procedures and policies and make recommendations for additional ones and improvements.
13. Manage implementation and maintenance information on-line for Business Services, Payroll and Plant Services; assure consistency, quality and accuracy of information available on-line.
14. Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

2. Federal, State and District policies, procedures, rules and regulations related to accounts payable.
3. Internet-related software.
4. Principles and practices of supervision and training.
5. Financial and statistical record-keeping techniques.
6. Operation of a computer and assigned software.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Oversee and participate in analyzing, verifying and auditing various accounts payable transactions and assure District and federal compliance.
3. Train, supervise and evaluate the performance of assigned staff.
4. Prepare and maintain a variety of accurate financial reports and records.
5. Learn and effectively integrate new technology into the Web environment.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years college-level course work in accounting, finance, or related field, and three years experience in the preparation and maintenance of financial and accounting records.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Sitting for extended periods of time.

4. Seeing to read various materials.

DATE APPROVED: February 1, 2000
DATE REVISED: November 21, 2006
RANGE: 5-53
EEO-CATEGORY: H-30