

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**ACCOUNTS PAYABLE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To ensure the proper payment of all invoices related to the District and all reports and reconciliations related to Accounts Payable.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, Fiscal Services. Exercises functional and technical supervision over assigned classified staff, students and short-term employees.

**ESSENTIAL FUNCTION STATEMENTS**

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Oversee all voucher processing (including manual payments and wire transfers), and warrant disbursement and documentation filing, for the District and other related entities; review work completed by assigned staff for accuracy and completeness.
2. Clear processing errors within PeopleSoft.
3. Initiate processing of pay warrants; review warrant output reports and prepare summary reports for the County; oversee transmission of electronic files to the County.
4. Select, train, supervise and evaluate classified, student, and hourly staff involved in processing of payables and other assigned responsibilities.
5. Prepare reports related to accounts payable, including but not limited to, Sales and Use Tax Returns, Orders to Withhold, EDD reporting and 1099 related reports.
6. Follow up on mismatches of taxpayer names and identification numbers reported by the Internal Revenue Service (IRS); process withholdings from vendor payments based on statutory requirements.
7. Audit pay vouchers and travel expenses.
8. Reconcile accounts payable and related accounts; review and maintain file of vendors.
9. Participate in fiscal year end activities, including ensuring expenditures are allocated to the appropriate accounting period, purchase orders are rolled over to the next fiscal year when appropriate, purchase orders are closed or cancelled as appropriate in coordination with the Purchasing department, schedules of liabilities and prepayments at year end are prepared and source documents and analysis are provided in support of the annual fiscal audit.
10. Perform related duties and responsibilities as required.

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**Accounts Payable Supervisor (*Continued*)**

**QUALIFICATIONS**

**Knowledge of:**

- Federal, state, local laws, regulations and policies governing fiscal payables of educational institutions, specifically community colleges.
- Policies and procedures of a community college governing board.
- Accounting, auditing and internal control principles, practices, and procedures.
- Generally accepted accounting principles.
- Preparation of comprehensive accounting reports involving accounts payable.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Correct English usage, including spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers and associated software.
- Community college organization, operations, policies and objectives.

**Ability to:**

- Plan, organize, direct and control the activities, services and operations of District accounts payable procedures and processes.
- Provide technical expertise and guidance to District administrators concerning accounts payable.
- Select, train and evaluate classified staff, students, and short-term employees.
- Analyze payables and prepare statements, summaries, and recommendations regarding payables in accordance with generally accepted accounting principles.
- Read, interpret, explain and apply accounting principles and laws, codes, and regulations related to assigned areas of responsibility.
- Prepare and analyze comprehensive accounts payable reports.
- Utilize accounting and auditing practices applicable to public sector accounting.
- Operate computerized accounting system software.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting accounting and auditing functions, word processing, spreadsheet applications, an integrated data management system, and presentation programs.
- Effectively respond to all situations and incidents using sound judgment and decision-making skills.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.

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- Maintain accurate and complete records.
- Work confidentially with discretion.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Three years increasingly responsible accounts payable experience, including supervisory or lead responsibilities.

**Education/Training:**

Equivalent to completion of an Associates degree in accounting.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver's license.

***WORKING CONDITIONS***

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and the public.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.

5/9/2007