

## **Accounts Payable Manager**

*Job Description*

### **JOB TITLE:**

Accounts Payable Manager

### **CONTRACT DAYS:**

240 Days

### **REPORTS TO:**

Associate Superintendent of Finance and Technology

### **QUALIFICATIONS:**

1. Bachelor's degree preferred or Associates degree in Accounting/Bookkeeping related field is required, but substitution of training and specialized experience in Accounts Payable will be considered priority
2. Must have excellent oral and written communication skills and must be able to communicate in a professional manner
3. Proficiency in word processing, spreadsheet, and data entry skills
4. Strong organizational skills, time management skills and interpersonal skills with a strong work ethic
5. Must be able to work independently and with a team in a fast paced and high volume environment with emphasis on accuracy and timeliness
6. Must be a self-starter with a professional attitude
7. Must be well organized, able to multi-task, and be detail oriented
8. Must maintain District confidentiality

### **JOB GOAL:**

The Accounts Payable Manager is under the supervision of the Associate Superintendent of Finance and Technology and is responsible for providing financial and administrative services. This includes processing and monitoring payments and expenditures by providing these services in an effective and efficient manner.

### **PERFORMANCE RESPONSIBILITIES:**

1. Oversees the receipt, auditing, date stamping and routing of incoming invoices, billings, statements and claims for district funds. Reviews approved purchase orders; ensures that purchase orders are coded correctly and that encumbrances and proper reporting are completed. Monitors and adjusts accounting codes and dollar amounts as needed. Orders and reviews purchase order reports; makes adjustments and cancellations as required.
2. Obtains authorization from appropriate personnel to pay invoices received; prepares input for invoice processing; maintains and reviews reports and vouchers.
3. Maintains vendor files; adds, deletes and changes vendor addresses and names. Conducts annual review of vendor file to determine if changes should be made; ensures that records are current and correct.
4. Reviews and maintains files for service contracts and recurring monthly obligations such as the district's gasoline credit cards, lease and land payments, etc. Verifies legitimacy of claims; obtains approvals and assigns accounting codes; processes for payment.
5. Reconciles vendor statements on a monthly basis; conducts research of district and/or vendor records as needed to correct errors; obtains missing invoices. Researches and reviews district accounts for duplicate payments.

6. Maintains payment records of payments for items qualifying as inventory; maintains records for expenditures that should be credited to prior year. Reviews coding at fiscal year-end to facilitate proper accounting.
7. Files SC Department of Revenue Sales and Use Tax return; maintains current knowledge of requirements concerning sales/use taxes and compensating tax regulations.
8. Files necessary reports with Internal Revenue Service for allowable refunds or overpayments. Ensures that monthly state compensating tax reports are filed in an accurate and timely manner. Makes adjustments to state compensating tax records and payments as needed.
9. Reviews Capital Projects Fund input for completeness and accuracy; selects descriptive phrases for input to computer. Processes approved input for payment; orders required reports and answers questions of staff and vendors concerning payments.
10. Sets up and maintains accounts payable controls in computer. Provides lead direction to accounts payable clerk regarding computer input and account processing procedures.
11. Orders monthly reports and board documents, such as check/voucher registers, vendor lists and purchase order reports.
12. Responds to inquiries or complaints from vendors or employees concerning accounts payable processing. Composes, formats and types correspondence and reports for response to vendor or as needed by supervisor.
13. Maintain files and documentation thoroughly and accurately after weekly check run, in accordance with policy
14. Process and maintain W-9 file
15. Files annual 1099 form reports; maintains records and send to vendors/IRS at beginning of year.
16. Provides annual training for school bookkeepers at in-service
17. Post transparency report of expenditures on District website as required by the State Comptroller Generals Office
18. Issue stop payment/void paperwork as needed on A/P checks
19. Prepare journal entries as needed
20. Provide financial data for annual audit
21. Supervisor may assign other duties as needed

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, stand, and reach with hands, and arms, stoop or kneel, and crouch.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 25 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone;
- Speak in audible tones so that others may understand clearly in person or on the telephone

### **PAY SCALE:**