Job Title: Supervisor – Accounts Payable

Grade: L

Department: Accounts Payable

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Performs a variety of complex administrative tasks related to planning and coordinating the activities of: Accounts Payable; Bank Reconciliation; 1099 Form/Sales and Use Tax; P-Card and American Express Corporate Card Reconciliation.

Characteristic Duties and Responsibilities:
1. Directs, oversees and participates in the development of the Department’s Work Plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
2. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
3. Coordinates assigned activities and programs with those of other College departments and divisions as well as outside agencies and organizations.
4. Reviews all College account disbursements; administers and monitors all accounts to ensure compliance with guidelines and requirements.
5. Reviews and approves all check requests for payments of College operations to vendors, faculty and staff. Reviews payments drafted by back for all utilities of the College.
7. Participates in budget preparations and administration; prepares cost estimates for budget recommendations; submits justifications for requested expenditures; monitors and controls expenditures.
8. Works with faculty and staff to be sure expenses are paid correctly. Responsible for reconciliation of P Card and Amex accounts.
9. Reviews and evaluates all Financial Aid awards to students to ensure availability of funds to cover disbursement.
10. Responsibility for state and local tax reporting for Mecklenburg County Sales and Use Tax for prepared food and beverages.
11. Serves as resource for information on current state/local issues relating to government and non-profit organizations for accounts payable, sales/use tax and 1099 Forms.
12. Maintains awareness of current developments in management, higher education, counseling techniques and fields related to assigned areas of responsibility.
13. Assists students, faculty and staff with research, information verification and problem solving.
14. Provides information and answers questions for the public; when necessary, investigates complaints and recommends corrective action to resolve complaints.
15. Participates in recommending the appointment of personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. September 2012
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Reporting Relationships:
Direction Received: Reports to the Director – Accounts Payable/Bank Reconciliation
Direction Given: Direct supervision and evaluation of work as first-line supervisor over support staff.

Minimum Requirements:
A Bachelor’s Degree in Accounting or Business Administration and two years of Accounting work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of Accounts Payable and Bank Reconciliation
- Knowledge of general accounting practices and principles
- Excellent communication skills – both oral and written
- Excellent work ethics and research skills coupled with the ability to handle multiple assignments
- Supervisory skills
- Knowledge of basic office procedures and software

Working Conditions:
Typical office environment

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