

Accounts Payable Supervisor

Position Details

Class Code: 2027

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: Pay Grade 54 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, responsible for providing technical supervision in the processing of accounts payable documents.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for preparation, processing, and maintenance of invoices, direct vouchers, and travel.
2. Researches, identifies, verifies, and calculates statistical information for accounting/financial records and reports.
3. Serves as the resource person for staff when contacting Clark County School District employees, parents/guardians, and vendors to resolve discrepancies and follow-up corrections.
4. Participates in construction of forms and correspondence used by the accounts payable section.
5. Responsible for training personnel assigned to the accounts payable section.
6. Schedules and supervises work assignments of assigned staff.
7. Oversees the daily verification, posting, and timely payment of invoices; approves payments above defined limits.
8. Monitors source documents/computer generated reports for accounts payable activities and verifies accuracy and completeness of all processing actions.

9. Researches, identifies, and resolves discrepancies and inconsistencies of source documentation.
 10. Communicates with other schools/departments and vendors regarding District policies and regulations, and accounts payable practices and procedures, in completing accounts payable transactions.
 11. Provides input for the evaluation of assigned staff.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervising staff and performing activities in support of processing, timely payment, and posting of supplier invoices, check requests, or other approved bills. Preparing entries and reconciling accounts payable activities for general ledger.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of generally accepted accounting principles as related to accounts payable.
2. Knowledge of District policies and regulations as related to accounts payable.
3. Knowledge of personnel practices, procedures, and techniques.
4. Knowledge of data processing activities as related to accounts payable.
5. Knowledge of accounts payable practices and procedures.
6. Ability to learn computer software applications and mainframe computer data entry procedures.
7. Ability to perform mathematical computations and statistical analyses.
8. Ability to use a 10-key adding machine/calculator by touch.
9. Ability to concentrate on detailed information and maintain accuracy.
10. Ability to research and analyze statistical data.
11. Ability to communicate clearly orally and in writing.
12. Ability to meet predetermined deadlines.
13. Ability to supervise, train, and evaluate assigned staff.
14. Ability to plan, organize, and prioritize work assignments.
15. Ability to keep information confidential and maintain an ethical attitude.
16. Ability to exercise judgment as to when to act independently and when to refer situations to a manager or administrator.
17. Ability to work flexible hours or shifts.

18. Ability to work cooperatively with District staff, vendors, and the public.
 19. Ability to recognize hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years' accounts payable experience; or
Four (4) years' accounts payable experience and fifteen (15) college credit hours from an accredited college or university in accounting; or,
Associate's degree from an accredited college or university in finance, accounting, or business with course work in accounting; plus,
Two (2) years accounts payable experience.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities and department offices.

Work Environment

Strength

Sedentary/light - exert force to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near and far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/14/21
- Created: 07/01/88