

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, provides technical supervision in processing accounts payable documents.

Essential Duties and Responsibilities

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

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

9. Researches, identifies, and resolves source documentation discrepancies/inconsistencies.
 10. Communicates with schools, departments, and vendors regarding District policies/regulations, and accounts payable practices/procedures, in completing 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

Supervises staff and performs tasks in support of processing, timely payment, and posting of supplier invoices, check requests, or other approved bills. Prepares entries and reconciles accounts payable activities for general ledger.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of accounts payable practices and procedures.
2. Knowledge of data processing, generally accepted accounting principles (GAAP), and District policies/regulations relative to accounts payable.
3. Knowledge of personnel practices, procedures, and techniques.
4. Ability to learn computer software applications and data entry procedures.
5. Ability to perform mathematical and statistical analyses.
6. Ability to use a 10-key adding machine/calculator by touch.
7. Ability to concentrate on details and maintain accuracy.
8. Ability to research and analyze statistical data.
9. Ability to communicate clearly, verbally and in writing.
10. Ability to meet predetermined deadlines.
11. Ability to supervise, train, and evaluate assigned staff.
12. Ability to plan, organize, and prioritize work.
13. Ability to maintain confidentiality of information and an ethical attitude.
14. Ability to judge when to act independently and when to refer situations to an administrator.
15. Ability to work flexible hours/shifts.
16. Ability to work cooperatively with District staff, vendors, and the public.
17. Ability to recognize/report hazards and apply safe work methods.

18. 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 15 credits from an accredited college/university in accounting coursework; or, Associate's degree from an accredited college/university in finance, accounting, or business with coursework in accounting, and two (2) years' accounts payable experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

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. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license or state-issued identification card.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities and department offices.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, reaching, handling, and repetitive fine motor activities. 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 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 and fumes (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

Computers, printers, copiers, calculators, fax machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23

- Created: 07/01/88