Job Title: Accounts Payable Supervisor

JOB SUMMARY

The Accounts Payable Supervisor is responsible for guiding and advising accounting staff in regards to accounts payable transactions.

MAJOR DUTIES

- Guides and advises accounting staff in the procedural processes of the accounts payable functions.
- Informs staff of procedural changes and assists in problem resolution.
- Analyzes, reconciles, and approves accounting data and transactions.
- Determines corrective action to take when faced with discrepancies.
- Maintains an accurate log of all adjustment vouchers.
- Responds to inquiries for solution of difficult accounting problems or for information or interpretation from third parties such as banks, auditors, vendors and governmental entities.
- Prepares standard statutory, regulatory and GAAP financial and/or accounting reports.
- Records and prepares for disbursement Automated Clearing House (ACH) transfers to technical colleges.
- Maintains bank account instruction for the ACH and wire transfer systems.
- Interviews, directs, trains, and evaluates the performance of accounting employees.

COMPETENCIES

- Knowledge of accounting principles and practices.
- Skill in the operation of computers and job-related software programs.
- Oral and written communication skills.
- Skill in interpersonal relations and in dealing with the public.
- Decision making and problem solving skills.

MINIMUM QUALIFICATIONS

- Associate’s degree in accounting, public administration or closely related field and Five (5) years of experience in accounting.

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location.