

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Accounts Payable

QUALIFICATIONS

- Associate's Degree in related field required. Bachelor's Degree in related field preferred.
- Four (4) years of experience in maintenance of accounting records with a school system, other governmental agency, or a large organization. (A Bachelor's Degree with major concentration in Accounting or Business may be substituted for one year of required experience.)

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of accounts payable and accounts receivable systems and processes.
- Knowledge of FLDOE's *Financial & Program Cost Accounting & Reporting for Florida Schools* (aka "Red Book") account structure and coding.
- Knowledge of computer applications as related to accounting functions, including a working knowledge of computerized accounting systems and proficient in use of Excel and Word.
- Ability to plan, organize, prioritize, direct, and coordinate the work of personnel. Knowledge of supervisory principles and practices.
- Effective oral and written communication skills.
- Proficient in use of ten-key calculator.

SUPERVISION

REPORTS TO Assistant Director of Finance
SUPERVISES Finance Specialist II

POSITION GOAL

To maintain an accounts payable system that provides for accurate encumbrance of all financial commitments, for verification of delivery of goods, for timely payment to vendors, and for accurate maintenance of records for management information and post-audit purposes.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate the accounts payable function for all funds.
2. *Supervise the receiving and receipting of all monies received by the School Board.
3. *Perform reconciliations of accounts payable and accounts receivable GL Accounts, E-payables, P-cards, etc.
4. *Prepare and perform allocations of revenues and expenditures related to internal (school) accounts and district cost centers, as needed.
5. *Analyze and resolve match and budget exceptions.
6. *Supervise the processing of void/cancel payments and reversal of accounting entries.
7. *Assist in fiscal year-end closing process (accruals, purchase order review and closing, etc.).
8. *Supervise the processing of 1099 payments, including supervising the maintenance of vendor records to ensure an accurate W-9 file.
9. *Maintain accounts payable digital information and paper files, prepare and distribute statistical and other relevant reports, and fulfill requests for statistical and transactional information related to the department's function, as needed.
10. *Manage the personnel/budget functions for areas of responsibility.
11. *Supervise and evaluate Finance Specialist II positions.
12. *Assist in the development and dissemination of documented policies and procedures relating to accounts payable and accounts receivable.
13. *Liaise with other district departments to manage interrelationships and cross-functional tasks.
14. *On a monthly basis, timely review and reconcile purchasing card transaction reports in coordination with cost center bookkeepers.
15. Perform other duties as assigned by the Director of Finance.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Reaching Extending hand(s) and arm(s) in any direction.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$56,375 - \$88,753

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 44
Function Vary
Job Code 1602
Survey Code 75034

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 25, 2020
August 24, 1999

ADA Information Provided by Carrie Chambers
Position Description Prepared by Carrie Chambers