



## ACCOUNTS PAYABLE SUPERVISOR

**Department:** Finance  
**Job Class #:** 160700  
**Pay Range:** Professional 06

**FLSA:** Non-Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

To organize, manage, conduct and coordinate County-wide accounts payable functions. The Accounts Payable Supervisor supervises staff that perform accounts payable functions within the Finance Department. An employee in this classification provides direction and leadership for staff in departments and outside districts to ensure the County has an accurate and timely accounts payable process that serves the County and outside districts in accordance with local, state and federal laws. The Accounts Payable Supervisor is the subject matter expert as it relates to the County's accounts payable activities. Work involves supervising, coordinating, and overseeing the work of subordinate staff; responding to a variety of problems, questions, and situations relating to accounts payable.

### **ESSENTIAL FUNCTIONS**

- Manage, supervise and coordinate activities of the accounts payable unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Oversee and conduct County-wide and outside district accounts payable activities regularly through computerized accounting systems.
- Ensure timely and accurate accounts payable functions on behalf of all County departments and outside districts in compliance with established accounting procedures.
- Review and approve major or unusual transactions; deal with a variety of questions that arise on a daily basis.
- Maintain necessary records and prepare required reports.
- Maintain records and documents for necessary distribution of tax information for County suppliers.
- Perform end-of-month and -year activities, including: voiding checks, prepare manual checks, inventory maintenance, prepare and research information for a variety of regular tax and other required functions.
- Provide leadership, guidance and direction to County-wide departments and outside districts relating to accounts payable.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Analyze computerized systems to verify accuracy of data and program effects.
- Provide staff training including one-on-one and group sessions, as needed
- Serve as the County's accounts payable financial systems subject matter expert providing procedural instruction, and guidance to County departments and outside districts.
- Answer questions, resolve complaints, explain policies and procedures regarding accounts payable.

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- Participate in and lead County-wide and outside district meetings pertaining to accounts payable policies and procedures.
- Deal regularly with a variety of outside organizations on accounts payable issues, including vendors, banks, etc.
- Effectively persuade, inform, educate, train, solicit information from, motivate and direct a wide variety of individuals or groups both within and outside County government.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position and work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

**OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general direction of the Chief Accountant and is assigned in terms of broad general objectives within the resources available. This employee exercises considerable independent judgment and decision-making on technical and administrative matters, consulting with higher-level authority in matters involving policy direction or clarification. Work is reviewed for fulfillment of the division and departmental objectives, for conformance with governing laws and regulations, adherence to budget, and in support and furtherance of Department mission, vision and goals. The Accounts Payable Supervisor is responsible for direct supervision of personnel.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily performed in an office environment on a daily basis. Travel to various meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of public administration, organization, leadership, personnel management and modern supervisory practices.
- Principles, practices, and methodologies of accounting – especially those related to accounts payable and warrant reconciliation.
- Computerized information systems and software applications such as word processing, spreadsheets, databases, and other network applications, e.g., Workday Financials, Microsoft Suite, etc.

**Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.
- Operating a computer utilizing various MS Office products (Excel, Word and Outlook) and proficiency in payroll-related systems.
- Verbal and written interpersonal communication.
- Handling multiple competing priorities within tight timelines.
- Working with a variety of individuals from diverse backgrounds.
- Analytical thinking, problem solving and conflict-resolution.

**Ability to:**

- Plan, supervise, direct, train, coordinate, and evaluate the work of subordinate staff.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department and County goals and objectives.
- Audit and monitor computer printout reports.
- Understand and execute complex oral or written instructions and apply available guidelines to widely varied situations.
- Identify discrepancies and errors.
- Operate a computer with proficiency.
- Work with constant interruptions and frequently changing priorities.
- Establish and maintain effective working relationships.
- Deliver excellent customer service in a timely manner.
- Maintain confidential records and data according to RCW Records Retention requirements.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

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**RECRUITING REQUIREMENTS**

An Associate degree in Accounting, Business Management, or other related field; and, three years of experience in accounting/accounts payable, and two years of experience in a supervisory/lead capacity or any equivalent combination of experience and education is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position. Successful completion of a Pierce County background investigation is required prior to employment.