

SUPERVISOR, ACCOUNTS PAYABLE

GENERAL DESCRIPTION OF CLASS

Under the administrative direction of the Director of Fiscal Services, coordinates and directs the work of professional and technical staff. Assist with the direction and supervision in the Fiscal Services department. Perform a full range of responsible, varied and complex accounts payable functions, requiring confidentiality and professionalism, including but not limited to the day-to-day operations of the department, providing administrative oversight and support for fiscal services. Provide office coordination and scheduling as well as the direct supervision of assigned staff ensuring compliance with applicable policies, procedures, and regulations.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Plans, organizes and supervises the operations for accounts payable and various other accounting functions.*
2. Review and validate transaction coding, approval workflows, and manage on demand and weekly payment runs. *
3. Prepare, review and/or analyze key journal entries for the accounts payable functions. *
4. Assists in the development and continuous improvement of data processing programs to support budgetary, accounting, payroll, and general business activities. *
5. Ensure accurate and timely payments of invoices and expense reimbursements in compliance with organizational policy. *
6. Manage vendor onboarding, invoice entry, and payment approvals. *
7. Address vendor and stakeholder inquiries professionally, promptly and accurately. *
8. Work with accounts payable and the full accounting team and collaborate with various departments to ensure smooth processes for invoices, voids, and stop payments, outgoing wire payments, checks and ACH's for various transactions and appropriate coding. *
9. Manages and provides direct supervision to assigned classified staff; supervisory duties include instructing, planning, and assigning work, maintaining standards, coordinating activities, selecting and hiring new employees, acting on employee problems, and recommending employee discipline up to and including termination as appropriate and in accordance with the collective bargaining agreements (CBAs); evaluates the work of subordinates for completeness, accuracy, and compliance; mentors staff, offers advice, and guidance as needed. *
10. Oversee the month-end closing process for accounts payable, including sub-ledger account reconciliation and report preparation for management. *
11. Comply with the month-end and year-end close schedule by completing accounts payable activities accurately and timely. *
12. Identify opportunities for process improvement and provide recommendations to senior management. *
13. Develop and maintain internal policy and controls for vendor management and established

- approval authorities and thresholds. *
14. Review, develop and implement accounts payable related policies and procedures including a comprehensive accounts payable policy and procedure document that addresses all payable functions.*
 15. Assist in the preparation of required applicable tax and government filings, including year-end audit and regulatory efforts and financial statement audit requests. *
 16. Direct preparation of annual 1099 and other AP compliance reporting requirements. *
 17. Maintain accurate financial records and control reports. *
 18. Maintain and/or develop reports to measure activities and success through key performance indicators and provide leadership with regular visibility through weekly, monthly, or quarterly reports. *
 19. Responsible for ad-hoc reporting and stakeholder training. *
 20. Analyzes growth, development, and changes likely to affect District operations. *
 21. Initiates and maintains positive relationships with other departments and members of the college community; facilitates relationships with outside entities as appropriate. *
 22. Proficient in Microsoft Office Suite, particularly Excel, for data analysis and reporting purposes.*
 23. Conducts business operations; is self-motivated and detail-oriented, with a commitment to accuracy and quality.
 24. Assist with special projects and other duties as assigned.
 25. May serve on a variety of District committees as requested.
 26. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- A Bachelor's Degree* in accounting, finance, business administration or related field with an emphasis in account* **AND**
- Five (5) years of work experience directly related to the responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver's license when travel is required in the course of work.

DESIRED QUALIFICATIONS:

- Lead or supervisory experience
- Experience with Datatel/Colleague or another ERP System

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Government Accounting Standards Board (GASB)

- Federal, state, and local laws affecting the accounting and financial systems of the District Computer software applications, programs, and databases related to the scope of the assignment.
- Principles, practices, procedures, and theories of accounting with emphasis on systems design and analysis.
- Accounting, budget preparation, control and automated accounting computer systems, applications, and hardware in the management of accounting systems.
- Current trends and developments in accounting and related fields.
- Research, statistical, and forecasting methods used in accounting and accounts payable analysis and management.
- Principles and practices of sound business communication.
- Basic research methods and data analysis techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Compose concise and comprehensive reports.
- Plan and coordinate the most effective use of resources to achieve goals.
- Independently apply good judgment in making sound and educated decisions.
- Work independently.
- Work with diverse populations.
- Maintain records accurately and with confidentiality.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Understand and follow verbal and written directions.
- Exercise problem-solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.

- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide supervision, work direction, and/or guidance to classified staff, student workers, student assistants, and/or short-term, temporary employees. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .



Class Code: U321.100

Salary Range - MSC 11 - Exempt

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.