



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accounts Payable Supervisor		Board Approved: August 21, 2001
Position Level: 18-20 May be assigned as: 12-months/258 days	FLSA Status: Exempt	Job Code: 75031

GENERAL DESCRIPTION

This position is an experienced supervisory position at the district level, requiring specialized bookkeeping and information technology skills, responsible for all aspects of accounts payable operations.

KEY RESPONSIBILITIES

- To manage operations of the Accounts Payable section to assure District vendors are paid accurately and timely.
- To supervise and evaluate accounts payable support staff personnel.
- To assist in the planning and development of the accounts payable system.
- To execute computer programs to process invoices for vendor payments and verify the accuracy of output.
- To oversee all data entry for accounts payable processing.
- To train school and district office personnel in using the accounts payable system.
- To verify the accuracy of payroll deduction reports (e.g. Annuities, Retirement, Health Insurance, Taxes and etc.) and process all associated vendor checks.
- To be responsible for processing purchasing card transactions including downloading transactions from the bank, running batch programs to create requests and invoices, and maintaining card number assignment information in the system.
- To process all charges for the online maintenance work orders system.
- To maintain the master vendor file.
- To prepare IRS Forms 1099.
- To prepare bank deposits for assigned budgetary funds.
- To maintain the Red Book with state and local updates and inform all persons involved.
- To oversee the review process for account coding for all purchase requisitions entered into the computer system.
- To be responsible for manual checks.
- To prepare detailed fiscal analysis as directed.
- To assist in investigating and correcting any accuracy problems in the monthly appropriations and expenditures report.
- To assist in developing and maintaining utility budgets for all facilities.
- To serve as liaison with all schools and departments regarding computer problems dealing with accounts payable programs.
- To perform other work-related duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Accounts Payable Supervisor	Job Code: 75031	Position Level: 18-20
--	------------------------	------------------------------

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor’s Degree in Accounting, Business Administration or related field and three (3) years responsible experience in accounting and/or bookkeeping; Masters Degree in business related area may be substituted for one year of experience
<i>Work Experience:</i>	Seven (7) years of responsible experience in accounting or budgeting as determined by the Director of Finance. Experience with Mainframe computer applications desired. Knowledge of Access desired.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of co-workers or temporary workers.
<i>Planning:</i>	One to Three Months: Plan events that are expected to occur in the next one to three months or on a quarterly basis.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. Must work with software applications. Must have a valid Florida Driver License.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 18- Entry level requirements and enrollment/action form.
- 19- Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.
- 20- Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.