

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR II - ACCOUNTS PAYABLE SUPERVISOR FINANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs complex technical and fiscal governmental account work in a supervisor/department head capacity to coordinate accounts payable functions to assure accurate and timely processing of data. Work involves overseeing disbursement and accounting of federal, state, local, special revenue and capital outlay funds. Employee is responsible for ensuring proper and timely payment on vendor accounts, inter-school billings, payroll and various contracted services, and for preparation of associated accounting reports. Program Administrator II – Accounts Payable will take a lead role with data analysis, vendor relations and work with the external auditors and will supervise the Accounts Payable Technicians. Reports to the Executive Director of Financial Services.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Prepares standardized and/or as requested reports to the Accounting Manager, Executive Director of Financial Services, Chief Financial Officer, Superintendent, Board of Education, County Commission/staff, NC Department of Public Instruction and/or State Treasurer.

Utilizes spreadsheets, computerized data entry equipment and word processing and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information.

Performs all critical accounts payable duties related to closing and opening years in the accounting software.

Approves the monthly Financial/Technology calendar for the accounts payable functions.

Attends meetings as a representative of the accounts payable department.

Attends relevant staff development as pertaining to accounts payable, including but not limited to training offered by the North Carolina Association of School Business Officials and North Carolina School of Government.

Required to stay up to date with all sales tax changes and subsequently train staff and make required changes in work processes and in the software.

Enforces Board of Education and Financial Services policies and procedures regarding accounts payable and employee reimbursements.

## **PROGRAM ADMINISTRATOR II – ACCOUNTS PAYABLE SUPERVISOR**

Conducts training for accounts payable staff in their job duties and in any new policies, procedures and regulations.

Supervises all accounts payable technicians to include training, determining division of workload, approval of absences, monthly absence reporting to payroll, addressing performance and behavior issues and conducting yearly performance reviews.

Audits invoices and travel reimbursement vouchers, assigning vendor numbers to invoices and batching invoices for processing.

Attaches copies of checks to corresponding purchase order details, and mails checks; files completed accounts payable detail; maintains file of outstanding purchase orders, invoices, and receiving documentation.

Contacts and confers with vendors and/or Schools personnel, as necessary, to resolve discrepancies in purchase orders, vendor invoices and associated records.

Answers telephone and greets visitors, receiving and responding to inquiries or referring callers to proper officials, records and relays messages, as necessary.

Evaluates and analyzes data regarding numbers and timeliness of invoices processed.

Works closely with the purchasing department to recognize and realize any economies and efficiencies.

Prepares the accounts payable listing.

Prepares required reports and obtains requested documents for external auditors.

Performs processing of accounts payable checks when necessary.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Provides support to all schools and district departments by providing reports, answering questions and troubleshooting accounts payable issues.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in accounting, cost accounting, governmental/fund accounting or a related field with a Bachelor's degree preferred, and 3 to 5 years of experience in technical accounting/finance work involving computer spreadsheet applications and analysis; or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

## **PROGRAM ADMINISTRATOR II – ACCOUNTS PAYABLE SUPERVISOR**

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**

#### **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, invoices, purchase orders, accounting journals, travel reports, checks, etc. Requires the ability to prepare correspondence, reports, vendor payment packets, etc., using proper format.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

## **PROGRAM ADMINISTRATOR II – ACCOUNTS PAYABLE SUPERVISOR**

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via the telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of state, local and school system fiscal regulations, policies and procedures.

General knowledge of modern office practices, methods and procedures used by the School System.

General knowledge of County organization and operational policies and procedures.

Ability to use a variety of popular office machines, including a personal computer, calculator, copier and facsimile machine.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to analyze and record information and to balance figures.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

## **PROGRAM ADMINISTRATOR II – ACCOUNTS PAYABLE SUPERVISOR**

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.