

ACCOUNTS PAYABLE SUPERVISOR

Code No. 3-01-067
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for reviewing and editing claim vouchers, charges, and purchase orders for payment, in compliance with State, County, and municipal rules and regulations. The employee reports directly to, and works under the general supervision of the Director of Accounting or a higher-level administrator. General supervision is exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and participates in the editing, posting, auditing, and reconciling of claim vouchers;

Oversees accounts payable automation processes such as electronic imaging, reconciliation of three (3) way electronic matching, electronic payment cards, electronic invoicing, and electronic travel voucher processing;

Resolves insufficiencies (overdrawn budgets) with the appropriate office or department;

Supervises the submission of information to the data processing system;

Resolves issues identified by Claims Audit for vouchers rejected for payment processing;

Supervises the issuance of checks as required;

Resolves vendor payment issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of State, County and municipal rules and regulations regarding payment of claim vouchers, charges and purchase orders; good knowledge of office practices and procedures used in maintaining and controlling financial records and reports; good knowledge of vendor systems; ability to establish good working relationships with others; ability to audit and resolve incongruities in the budget; ability to develop and write clear and accurate records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's or Associate's degree in Accounting, Business Administration, or Finance plus two (2) years paid full-time or its part-time equivalent experience in bookkeeping, account keeping, or financial record keeping; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: May 26, 1983
REVISED: July 14, 1983
REVISED: March 5, 2015