



Job Classification Description

ACCOUNTS PAYABLE MANAGER/CSC VSC-UP PAT Bargaining Unit

**Grade 10
Non-Exempt**

BASIC FUNCTION

To manage and coordinate CSC accounts payable functions within the College Business Office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage, coordinate, and monitor daily accounts payable operations for CSC. Play a key role in developing and modifying payable systems, procedures and policies.
- Monitor all payable activities regularly through the CSC computerized accounting system and for internal not-automated processes. Ensure adherence to established accounting procedures. Review major or unusual transactions or reports. Deal with a variety of problems that arise on a daily basis.
- Assist budget and account managers with reconciling their accounts; notify managers of account number changes and research discrepancies; assure all daily transactions are completed. Proof all transactions; prepare invoices for payment. Enter data, proof, approve and set up to process checks.
- Oversee functions for a large number of college accounts; create special reports, prepare and encumber purchase orders, prepare journal entries, interdepartmental account charges, billing and reconciling, research and respond to problems with statements and other related matters. Review payments for compliance with allowable costs under grant funding requirements.
- Perform end of month and year activities, including: voiding stale dated checks, prepare manual checks, inventory maintenance, prepare and research information for a variety of regular tax and other required functions.
- Perform routine billing, purchasing, travel advance, filing and data entry duties.
- Participate in College or team meetings with regard to accounts payable policies and procedures.

Accounts Payable Manager/CSC

- Confer regularly with supervisor, other business office staff, and other VSC sites, coordinate and evaluate systems/activities/policies, exchange information, investigate and resolve problems, explain policies and procedures, and the like.
- Develop training program for end users regarding system procurement procedures and policies.
- Deal regularly with a variety of outside organizations on matters pertaining to accounts payable, including vendors, banks, VSC, State of Vermont office, and the like.

SUPERVISION RECEIVED

General supervision is received from the Controller.

MINIMUM QUALIFICATIONS

Associates or bachelors degree in accounting or other appropriate discipline plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to maintaining moderately complex manual and computerized record systems.
- Relevant technical knowledge of accounting and bookkeeping principles and methods; prior accounts payable experience desirable.
- Good administrative, organizational and communication skills.
- Ability to deal effectively with internal and external personnel.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.