



Job Classification Description

ACCOUNTS PAYABLE SUPERVISOR/CCV Non-Bargaining Unit

**Grade 10
Exempt**

BASIC FUNCTION

To manage and coordinate CCV accounts payable functions within the college's Business Office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage, coordinate, and monitor daily accounts payable operations for CCV. Play a key role in developing and modifying payable systems, procedures and policies.
- Monitor all payable activities regularly through the computerized accounting system and for internal non-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.
- Supervise the day-to-day work of the accounts payable staff. Assist in interviewing and hiring. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.
- Plan and conduct training programs for CCV staff in the use of the computerized accounting system and the policies and procedures related to expenditures processed through accounts payable.
- Assist budget and account managers with reconciling their accounts. Communicate with managers on account number changes and research discrepancies. Assure all daily transactions are completed. Proof and approve all transactions.
- Prepare invoices for payment. Enter data, proof, approve and set up to process checks.
- Oversee functions for a large number of college payable accounts. Create special reports, prepare and encumber blanket 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 checks, preparing manual checks, and preparing monthly account reconciliations.
- Deal with state tax issues related to purchasing, including researching reporting requirements and preparing all required state and Federal tax filings.
- Perform routine billing, purchasing, travel advance, filing and data entry duties as needed.
- Participate in College or site meetings with regard to accounts payable policies and procedures.
- Confer regularly with supervisor, other business office staff, and CCV site staff and regional directors to plan, coordinate and evaluate systems/activities/policies, exchange information, investigate and resolve problems, and explain policies and procedures.

- Deal regularly with a variety of outside organizations on matters pertaining to accounts payable, including vendors, banks, VSC and State of Vermont office, and CCV site offices.

SUPERVISION RECEIVED

General supervision is received from the Business Manager. The Assistant Business Manager and/or other members of the Business office management team may assign work to this position.

SUPERVISION EXERCISED

Administrative and functional supervision of one employee. May involve occasional supervision of part-time or work-study workers.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, accounting or other appropriate discipline, plus one to two years relevant experience, or Associates degree in business, accounting or other appropriate discipline, plus three to five years 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 computerized and manual record systems.
- Relevant technical knowledge of accounting and bookkeeping principles and methods; prior accounts payable experience desirable.
- Good administrative, organizational and supervisory skills.
- Ability to deal effectively with internal and external personnel.
- Ability to handle professional communications of complex systems and processes.
- Ability to work independently, to problem solve within area of responsibility, and to seek appropriate guidance.

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.