

**JEFFERSON COUNTY BOARD OF EDUCATION
JOB DESCRIPTION**

Job Title: Accounts Payable Manager
Department: Finance
Reports To: Assistant Director - General Ledger
FLSA Status: Exempt
Salary Level: Salary Schedule (Established by Board)

QUALIFICATIONS: Bachelor's degree (B.S.) from an accredited four-year college or university in accounting preferred or a minimum of five years experience in areas commensurate for this position (McAler software, AASBO course work, staff development, etc.). Proficient communication skills both verbal and written, well-versed in dealing with all areas and related employees in a variety of settings and circumstances. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

SUMMARY: To maintain daily operational procedures as they pertain to overall quality control within the responsibilities related to the Accounts Payable Department.

SUPERVISORY RESPONSIBILITIES: Directly supervises support staff in the Accounts Payable Department whose responsibilities include processing requisitions, purchase orders, and payment of invoices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Knowledge in all phases of accounts payable.

Analyze general ledger reports, intra-office communication, inter-office communication, and review data for "trouble-shooting" error prevention purposes in order to maintain the efficient dispersal of federal, state, and local funds within the guidelines set forth by law.

Evaluate projects and assign individual responsibilities based on a number of factors including but not limited to personnel expertise, individual daily work load, and estimated work hours necessary to complete the task.

Participate in state and federal audits of accounts payable and provide resources or information as needed. In addition, being responsible for the accurate account of individual worksites throughout the system for review purposes.

Establish and maintain procedures for monitoring departmental projects, staff accountants, school office coordinators, and other employees whose responsibilities routinely relate to financial accountability throughout the worksites within the Jefferson County School System.

Routinely assign personnel and task to meet project criteria and deadlines for the accounts payable department.

Provide resources, information, or instruction to resolve problems encountered by pertinent employees on a daily basis.

Serve as a resource for a variety of employee/non-employee personnel in regard to daily activity of the

finance/accounts payable department (vendors, supervisors, school personnel, administrators, central office staff, etc.).

Establish and maintain a working relationship with fellow employees by always exemplifying high professional standards of conduct, work ethic, and effective communication.

Complete all tasks in an effective, efficient, and timely manner while maintaining performance standards for subordinates within the accounts payable department.

Assume responsibility for acting as a representative of the Jefferson County Board of Education in the solution of problems.

Assume responsibility to perform work which is assigned by the Superintendent and/or his representative, including the immediate supervisor.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment and evaluation.