

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2017**

**ACCOUNTS PAYABLE SUPERVISOR**

**FLSA STATUS: EXEMPT – PAY GRADE: 17-C**

**JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Accounts Payable Manager is responsible for the management of the accounts payable function for the College. Implements procedures to ensure the timeliness and accuracy of outgoing payments, maintains accurate records and control reports and monitors compliance with regulatory guidelines, College Policies, and College Procedures related to the payment process; and adherence to the sound business practices established for the College.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Supervises accounts payable staff and responsible to coordinate and manage area workload equitably.

Responsible to manage monitoring of P-Card transactions, approvals, and timely posting of these transactions in the system.

Prepares and generates annual tax reporting documentation for service vendors of the College in accordance with IRS regulations for 1099 and (1042 if a foreign vendor) reporting.

Prepares informational items for the Board of Trustees in relation to payments made by the college, and specifically as it relates to employee travel.

Provides information as necessary for public records requests as they relate to supplier payments.

Maintains College established payment policies to assure compliance with Statutes and College Procedures.

Acts as initial contact for all customer service issues as it relates to the accounts payable function of the College.

Communicates with outside vendors, College staff and administrators, and the Purchasing Department to ensure that customer service objectives of the department are being met.

Enter suppliers' information into the financial system. Verify Tax Identification Number (TIN), W-9 information, payroll information and research for duplicate TIN numbers prior to entering new supplier information.

Troubleshoots system issues related to accounts payable and expense reports.

Research and implement process improvements to provide efficiencies for end users as well as accounts payable staff.

## ACCOUNTS PAYABLE SUPERVISOR – Page 2

Reconcile payable accounts with the general ledger to ensure all transactions are posted.

Provide training to staff on policies, procedures, and processes in the system.

Develop training material for accounts payable staff, as well as other college employees, to assist with payment processing.

Perform other related duties as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the designated supervisor.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree for an accredited institution supplemented by a minimum of two (2) years of supervisory experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

## ACCOUNTS PAYABLE SUPERVISOR – Page 3

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2/2017