

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ACCOUNTS PAYABLE SUPERVISOR

Class Code: 2027

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under direction, responsible for providing technical supervision in the processing of accounts payable documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for preparation, processing and maintenance of invoices, direct vouchers and travel.
2. Researches, identifies, verifies, and calculates statistical information for accounting/financial records and reports.
3. Serves as the resource person for staff when contacting district employees, parents and vendors to resolve discrepancies and follow-up corrections.
4. Participates in construction of forms and correspondence used by the accounts payable section.
5. Responsible for training personnel assigned to the account payable section.
6. Schedules and supervises work assignments of assigned staff.
7. Oversees the daily verification, posting, and timely payment of invoices; approves payments above defined limits.
8. Monitors source documents/computer generated reports for accounts payable activities and verifies accuracy and completeness of all processing actions.
9. Researches, identifies, and resolves discrepancies and/or inconsistencies of source documentation.
10. Communicates with other schools/departments and vendors regarding district policies and regulations and accounts payable practices and procedures in completing accounts payable transactions.
11. Provides input for the evaluation of assigned staff.
12. Conforms to safety standards as prescribed.
13. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves supervising staff and performing activities in support of the processing, timely payment, and posting of supplier invoices, check requests, or other approved bills, and preparing entries and reconciling accounts payable activities for general ledger.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of Generally Accepted Accounting Principles, as they relate to accounts payable.
2. Knowledge of Clark County School District policies and regulations as related to accounts payable.
3. Knowledge of personnel practices, procedures and techniques.
4. Knowledge of data processing activities related to accounts payable.
5. Knowledge of accounts payable practices and procedures.
6. Ability to learn computer software applications and mainframe computer data entry procedures.
7. Ability to perform mathematical computations and statistical analysis.
8. Ability to use a 10-key adding machine/calculator by touch.
9. Ability to concentrate on detailed information and maintain accuracy.
10. Ability to research and analyze statistical data.
11. Ability to communicate clearly orally and in writing.

12. Ability to meet predetermined deadlines.
13. Ability to supervise, train, and evaluate assigned staff.
14. Ability to plan, organize, and prioritize work assignments.
15. Ability to keep information confidential and maintain an ethical attitude.
16. Ability to exercise judgment as to when to act independently and when to refer situations to a manager or administrator.
17. Ability to work flexible hours or shifts.
18. Ability to work cooperatively with district staff, vendors, and the public.
19. Ability to recognize hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc .
2. Associate's degree in finance, accounting, or business with course work in accounting,
3. Five (5) years accounts payable experience with high school graduation or equivalent; **or**
4. Two (2) years accounts payable experience with Associate's degree as stated above; **or**
5. Four (4) years accounts payable experience and fifteen (15) college credit hours in accounting.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. College transcripts, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business & Finance Division, schools and other district facilities.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs. occasionally, or negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials and a VDT screens or other monitoring devices.

Environmental Conditions: Climate controlled office setting, and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling:
(702) 855-5444.