

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTS PAYABLE SUPERVISOR (Job Code 19).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs complex clerical accounting functions, supervision, and coordination of clerical employees. Duties may include processing large volumes of vendor payments, controlling and reconciling accounts, and working with departments/vendors regarding accounts and procedures. The position requires exercise of considerable independent judgment under the general supervision of the Controller.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Supervises the work of Accounts Payable clerical staff.

Reviews invoices to ensure accuracy and completeness of data entry, supporting documentation, and payee addresses.

Reviews and updates authorized signatures for the approval of purchases.

Reviews and ensures W-9 forms are properly entered into the system and that the forms have been received from all applicable vendors.

Provides helpful and timely customer service to internal and external customers relating to the collection of information required to process and remit payments to vendors in an effort to ensure remittance of all outstanding invoices is made within the agreed upon term of payment with vendors.

Maintains accurate and up-to-date vendor files; reviews vendor updates completed by the Accounts Payable clerical staff.

Assisting in the preparation of the annual 1099 process.

Monitors daily accounts payable activity.

Reconciles, researches, and manages the unclaimed property process of the City including research of payments and addresses, update of default addresses, and mailing of required notifications.

Completes paperwork for required check stop payments.

Monitors and resolves open purchase order issues in conjunction with the Purchasing Division.

Ensures invoices are properly coded and paid from the appropriate general ledger account.

Reviews invoices at year-end to ensure City liabilities are recorded in appropriate fiscal year.

Coordinates fiscal year end payable closing and the rollover of encumbrances.

Ensures the City's procurement policy, as it relates to accounts payable, is followed.

Oversees scanning/archiving of payment records per City and State guidelines.

Reconciles monthly general ledger accounts related to payables.

Assists with annual City audit by providing copies of checks and supporting documentation to auditors.

Assists with other related accounting duties as assigned.

Performs Emergency Response duties as assigned.

Performs other related duties and responsibilities as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in Accounting or Business, supplemented by two (2) years' working experience in accounting, bookkeeping or other closely related field, or a high school diploma with a minimum of seven (7) years' work experience in accounting, bookkeeping, or other closely related field. Applicant must have experience with the Microsoft Office Suite, including Excel and Word, and must have excellent writing skills.

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

Physical Requirements: Tasks involve some walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

**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 handling, sorting, and managing paperwork and documentation.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors or shades of color.

**Interpersonal Temperament:** Requires the ability to deal effectively with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

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

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of basic accounting/bookkeeping principles and procedures.

Knowledge of the laws, rules and regulations relating to financial records.

Knowledge of modern office practices and procedures.

Knowledge of data processing equipment, spreadsheet software and systems application as related to accounting.

Knowledge of customer service principles and practices.

Skilled in oral and written communication for effectively dealing with the public.

Ability to maintain records and to prepare and submit reports.

Ability to analyze and perform research on computerized and/or manual records.

Ability to operate standard office and accounting machines.

Ability to establish and maintain an effective working relationship with other employees, City officials and the general public.

Ability to effectively lead and supervise employees.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss

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potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date