



Job Description

TITLE: Accounts Payable Supervisor	JOB CODE: 2316
DEPARTMENT: Finance	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: January 23, 2023	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, processes the County's payables accurately and in a timely manner; verifies invoices and supporting data to ensure that vendor payments are legitimate and authorized invoices; supervises and trains more junior Accounting Clerks.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Process accounts payable for the County; assign work to other staff and review work products for accuracy and completeness; assist in training other staff in the payables function.
- Process vendor invoices by matching them to purchase or small purchase orders; process accounts payable check runs weekly; process housing basic data sheets and housing assistance payments.
- Process procurement card payments; process travel vouchers; process utility payments and post to a MS Excel spreadsheet; process indemnity payments for workers compensation employees.
- Ensure that all payments are in compliant with County policies and procedures; implement and maintain strong internal controls.
- Reconcile and balance vendor statements; prepare adjusting journal entries as necessary.
- Establish and maintain a positive working relationship with vendors and County departments; research payables issues and resolve problems for vendors; reconcile information from vendors and facilitate payments.
- Process monthly statements and reports for Commission, elected Officials and Department Heads.
- Provide and coordinate notary services for the Finance Department.
- Prepare 1099s for services at year end; verify the accuracy of information and issues the 1099s as required by law.
- Assist auditors at year end; research and provide information in response to auditor questions.
- Issue and maintain non-taxable transaction certificates.
- Verify the accuracy of payment of gross receipts taxes for county purchases.
- Issue affidavit for a reissue check; process void checks and stop payment requests.
- Balance and refill money for postage machine.
- Maintain encumbrance listing.
- Oversee Finance Department petty cash fund.
- May serve on various employee committees, as required and assigned.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of accounts payable methods and functions.
- Knowledge of requirements related to 1099s.
- Knowledge of basic State and Federal laws governing accounts payable.
- Knowledge of administrative procedures, methods and practices.

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- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in verifying and processing detailed information accurately.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software, including MS Word, Excel and Access.
- Skill in communicating effectively, both orally and in writing.

Education and Experience:

- Associates Degree in accounting or related field and five (5) years of accounts payable experience, governmental accounting experience preferred; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Supervisor experience, preferred.
- Accounts Payable certification, preferred.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, including a 10-key calculator, fax and copy machine, computer, printer and typewriter.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____