



Range: SG-15
FLSA: Exempt
Date: August 3, 2023

PAYROLL & ACCOUNTS PAYABLE SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, coordinate, and schedule work in the City's payroll and accounts payable areas. Work includes verifying and reviewing payroll and accounts payable reports reviewing, and verifying journal entries for payroll and accounts payable; prepare ad hoc reports for both payroll and accounts payable as requested by management; and supervising the payroll and accounts payable staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Financial Services Director or designee. Exercises direct supervision over payroll and accounts payable staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversees the daily operations of the payroll and accounts payable areas.
2. Supervises payroll and accounts payable by setting schedules, deadlines and allocating personnel and material resources and assists in training.
3. Reviews and approves payroll and accounts payable expenditures within established guidelines and ensures compliance with policies and procedures, internal controls, and accounting distribution.
4. Enforces established policies, procedures, and regulations.
5. Ensures adequate scheduling for timely and accurate reporting and payment of payroll, benefits, and accounts payable transactions.
6. Monitors expenditure accounts and ensures that any discrepancies are identified and resolved.
7. Assists with the development and implementation of payroll and accounts payable policies and procedures.
8. Ensures financial deadlines are met and that customer service is provided to all stakeholders.
9. Directs assigned tasks and provides assistance as needed.
10. Performs research and prepares reports.
11. Supports staff with resolving inquiries and complaints from the public and employees arising from interpretations of payroll and accounts payable regulations and processes with courtesy and tact.
12. Demonstrates excellent customer service, integrity, and commits to innovation, efficiency, and

fiscally responsible activity.

13. Facilitates accounting work by creating and posting journal entries to general ledger based on supporting documentation and compiling financial statements.
14. Assists in performing tasks related to a wide variety of financial analyses duties and special projects in the following areas; general ledger, accounts payable, revenue, accounts receivable, grants, special funds, capital assets, and investments.
15. Reconciles assigned bank and investment accounts; reviews reconciliations of other bank accounts prepared by other Finance staff; allocates interest earned to each fund as appropriate.
16. Assists with review and preparation of the annual payroll budget.
17. Participates in year-end closing process and the recordation, estimation, and accrual of various receivables and liabilities; prepares year-end journal entries and prepares audit schedules.
18. Coordinates audits of petty cash and other cash funds.
19. Consults with and advises other City departments on coding and recording of transactions; provides guidance on fiscal procedures, processes, and systems to department end users; provides technical assistance to other Finance staff as required; resolves accounting questions and issues from staff, management and other departments.
20. Establishes and maintains cooperative work relationships with those contacted in the course of work.
21. Develops guidelines for proper handling and coding of invoices and payroll transactions to maintain general ledger expense accounts and capital asset records.
22. Ensures proper recordkeeping of purchases for use tax preparation.
23. Reviews new vendor setup and vendor changes and serves as backup.
24. Ensures proper maintenance, filing, and storage of records in case of audits.
25. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Supervising staff and managing processes.
- Knowledge of accounting, payroll, and accounts payable principles and procedures.
- Strong organizational and problem-solving skills.
- Analytical and communication skills.
- Accounting software and Microsoft Office.
- Operational characteristics, services, and activities of a comprehensive finance program.
- Accounting theory, generally accepted principles and practices, and applications.
- Principles and practices of municipal finance and personnel management.
- Financial statement preparation methods.
- Asset capitalization standards and depreciation.
- Account reconciliation practices, procedures, and techniques.
- Journal entry preparation.
- Generally Accepted Accounting Principles (GAAP).
- Applicable federal, state, and local laws, rules, and regulations.
- Automated financial management software packages.
- Approved principles and standard practices of centralized, budgetary and accrual accounting, and treasury management.
- Office practices, procedures, methods, and equipment.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, operational needs, and effective performance measurements.

- Principles and practices of program development and administration.
- Financial research and report preparation methods and techniques.
- Report writing techniques.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Maintain regular and reliable attendance.
- Able to work independently and meet tight deadlines.
- Enter information into databases and/or spreadsheets.
- Record, analyze, verify, reconcile, and report accounting transactions.
- Prepare accounting statements and reports.
- Coordinate capital improvement programs and projects.
- Research discrepancies.
- Handle multiple tasks simultaneously.
- Prepare a variety of accounting statements.
- Analyze and evaluate complex budgeting, accounting and/or auditing situations.
- Apply accounting procedures and principles.
- Interpret and apply applicable laws, rules, and regulations.
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction.
- Write memos, reports, email document procedures and prepare recommendations of procedural changes.
- Work cooperatively with other City employees and the public.
- Analyze and interpret fiscal and accounting records.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Perform a broad range of supervisory responsibility over others.
- Communicate orally in the English language with other City employees, customers, consultants, and the public in a face-to-face, one-on-one or group setting and by telephone.
- Enter data or information into a computer terminal, personnel computer, or other keyboard device for various business-related computer applications.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Possess a valid Arizona driver's license.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree in accounting or closely related field, with one year of experience in an accounting office.

Experience:

A minimum of three years of experience as an accountant, preferably in a municipal or government setting, including at least two years of administrative and supervisory responsibility.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; travel from site to site; possible exposure to noise, dust and inclement weather conditions; working around modern office equipment and machinery.

Physical Conditions:

Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.