



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Accounts Payable Supervisor
Payroll/Personnel Type:	12 Month
Job #:	505
Reports to:	Fiscal Control Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The purpose of this job is to apply accounts payable, accounting and auditing skills in the maintenance, analysis and review of fiscal records and documents. This position requires the analysis of fiscal data in the maintenance of accounts through the use of the Financial System automated reports.

The employee filling this position must demonstrate independent technical judgment in making working decisions involving the interpretation or procedures and regulations and extensive knowledge of accounts payable, governmental or commercial accounting and auditing principles, practices and methods. Unusual problems or matters affecting Board of Education policies would be referred to a technical supervisor.

Essential Functions:

- Monitor invoices and accounting issues, resolve and escalated issues by collaborating with vendors
- Analyze processes, recommend improvements and manage internal controls on documents
- Perform vendor payment reconciliation on a monthly basis and serve as subject matter expert for various account payable functions
- Provide training and evaluate assigned staff and analyze key metrics and prepare appropriate documents
- Pre-audits of requisitions and purchase orders for the encumbering of funds for available appropriations, proper account assignments and authorizations, propriety of purchase and properly assigned vendor codes
- Process voucher payment requests for available appropriations, proper account assignments and authorization, properly assigned vendor codes and examines expenditure documentation to verify the amount to coincide with supporting documentation and then certify for payment
- Process payment requests for postage for all school locations and administrative offices
- Analyze and review various accounts utilizing the Financial System accounts payable module and generate reports for review by supervisor
- Post audit of encumbrances and reconcile error reports
- Assist in the preparation of financial statements through the use of spreadsheets
- Process and reconcile vendor check payments
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Demonstrate very strong interpersonal, business and customer service skills
- Demonstrate ability to examine fiscal documents and reports and to make arithmetical calculations rapidly and accurately
- Demonstrate proficiency performing data analysis to support business decisions



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- Knowledge of Financial System accounts payable module and various software systems
- Considerable knowledge of the accounting requirements, procedures, laws and regulations governing the SLPS Board of Education
- Modern office practices, procedures, equipment and technology
- Business English vocabulary of, spelling, punctuation, capitalization and mathematics

Experience:

- Minimum five years' experience in accounts payable, governmental accounting and supervision of employees

Education:

- High School Diploma (required)
- Bachelor's Degree (preferred)
- Supplemented by the completion of approved course work in bookkeeping and/or accounting and data processing

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.