



COUNTY OF YORK JOB DESCRIPTION
Accounts Payable/Receivable Supervisor
Fiscal Accounting Services
Finance Department

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Manages and provides work direction for the Accounts Receivable and Accounts Payable Sections of Fiscal Accounting Services. Oversees weekly check and ACH processing, as well as disbursement and accounting of federal, state and local funds. Supervises, assigns, directs and reviews the activities of staff. Handles problems and exceptions to the routine operations. Ensures proper and timely payments on vendor accounts, inter-County billings, and various contracted services. Issues invoices for miscellaneous services and various amounts due to the County; maintains and reconciles accounts receivable subsidiary ledgers. Prepares associated accounting reports. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Supervises, assigns, directs and reviews the activities of staff in accounts payable and accounts receivable; delegates tasks and responsibilities; recognizes inequities in and balances the work load among staff members, especially at fiscal year end.

Participates in the hiring/termination process; conducts employee reviews and counseling/discipline; trains new employees.

Develops and implements new procedures as required; analyzes processes and suggests improvements and appropriate programming changes when necessary; identifies problems with the mainframe computer system and works closely with Information Technology personnel to correct problems.

Resolves difficult problems and non-routine issues as they arise.

Works closely with departments, explaining procedures and answering questions related to accounts payable; monitors vendor contracts; audits invoices and checks for compliance with contract amounts, sends invoices to departments;

Reconciles vendor accounts and processes payments, working with vendors and departments to settle any disputes, sends correspondence to vendors as necessary; performs data entry of invoices for payment; verifies accuracy of data entry; posts data on computerized accounting system; reconciles monthly purchasing card account and enters for payment.

Coordinates and schedules processing of vendor payments, employee expense reimbursements and travel advances; audits and reconciles discrepancies in the Call Accounting System (telephone charge-out system); corrects purchase orders by doing a data file utility in the mainframe computer system.

Creates and maintains computerized spreadsheets for difficult and complex vendor accounts (telecommunications and cell phones, in particular).

Reconciles encumbrances both monthly and at the end of each fiscal year; reconciles vouchers payable and travel advances to the general ledger; calculates retainage on contractor payments; reconciles retainage payable at fiscal year end; reviews utility payments and reconciles utility database with general ledger at year end; identifies payables that need to be accrued at year end.

Coordinates 1099 reporting between the County, Schools, Social Services and Colonial Behavioral Health; reconciles, prepares, electronically files, and distributes 1099s; resolves discrepancies reported on B-Notices; provides advice on tax exempt status and sales tax compliance;

Uses QuickBooks to issue invoices for scales users, water purveyors, deputies' extra duty work, mosquito spraying, and various others, based on information provided by departments, governmental or private industry contracts, or amounts reimbursable for joint ventures based on County payments; records receivables by journal entry and posts to the subsidiary ledger; calculates and posts penalty and interest due based on County ordinances; receives Treasurer notifications of amounts received for accounts receivable accounts, and posts to subsidiary ledger; reconciles accounts receivable to the general ledger.

Prepares journal entries to record corrections to expenditures, revenues, accounts receivable and balance sheet accounts; maintains void check log for pep stats; posts voided accounts payable checks, as required, to unclaimed property for reporting to the State by the Treasurer's Office.

Monitors activities of the Board of Supervisors for changes to current agreements that the County is billing, for new agreements that will require bills to be sent, and for changes to Ordinances that will affect billings.

Designs/revises forms, tools and procedures to improve efficiency; develops and maintains documentation for procedures; maintains training manuals and the Accounts Payable web site.

Evaluates and ensures compliance with internal controls for both accounts payable and accounts receivable; ensures compliance with sales tax and IRS regulations.

Plans and reviews the annual p-card audit and makes recommendations to users as necessary to stay in compliance with purchasing policies; scans all p-card records into Laserfiche (document imaging system); verifies all are scanned properly; scans AP paperwork and verifies paid for accuracy and accountability to be a legal, original document.

Performs special projects as needed and requested by division manager and/or Purchasing staff.

ADDITIONAL JOB FUNCTIONS

Provides training and support to school division accounts payable staff when requested; coordinates and works closely with Social Services, School Board, and Colonial Behavioral Health; Assists with PBC items at year end, and performs other related work as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of accounts payable and accounts receivable practices and procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of generally accepted accounting principles and internal control procedures, especially as relates to governmental accounting.

Thorough knowledge of pertinent IRS reporting requirements and regulations.

Knowledge of sales tax laws and regulations.

Strong math skills.

Strong organizational skills.

Ability to communicate complex ideas effectively, both orally and in writing.

Ability to perform account reconciliations and to analyze complex issues and make recommendations for proper action.

Ability to make independent decisions in accordance with County policies and ordinances.

Thorough knowledge of personal computers; with strong Excel and Access skills.

Ability to use peripheral and personal computers with reasonable speed and accuracy.

Ability to accept change and embrace technological improvements including electronic filing.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in accounting or related field and five years of closely related experience, including three years supervisory experience, preferably in accounts payable; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Experience in accounts receivable and governmental accounting preferred.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which includes a computer, typewriter, calculator, etc. Involves some walking to another building to pick up or deliver paperwork. Some stooping and bending when retrieving files. Several times a week, involves carrying boxes of envelopes, file folders, computer paper, and light weight office products. There is some pushing and pulling of file drawers, and work involves sitting most of the time.

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

Interpersonal Communication: Requires the ability to speak. Includes giving instructions, assignments and/or directions to employees, assisting vendors and department employees, and receiving instructions, assignment and/or directions from supervisors.

Language Ability: Requires the ability to read invoices, requests for payment, vendors statements, purchase orders, contracts, etc. Requires the ability to prepare reports, logs, correspondence, etc., using proper format.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, or oral form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____