



# City of Newport News Job Description

Classification: **ACCOUNTS PAYABLE SUPERVISOR**  
Position Code: 1008

Department: Finance  
Effective Date: 12-01-2004

## **GENERAL STATEMENT OF RESPONSIBILITIES:**

Supervises the accounts payable division which is responsible for the most complex accounts payable, account reconciliations, financial data record keeping, and accounting support activities citywide.

## **WORK BEHAVIOR STATEMENTS/JOB RESPONSIBILITIES:**

Supervises employees; trains, counsels, completes performance evaluations, recommends personnel actions and performs related activities.

Processes a large volume of payment of check requests, small purchase authorizations, purchase order invoices, travel advances and reimbursements.

Researches and resolves the most difficult account inquiries and discrepancies, resolves problems such as payment inquiries by vendors, errors on invoices and maintains contact necessary with vendor and various City department staff until all discrepancies are resolved, which may involve a large amount of time spent in phone contact with various vendors and/or staff. Responds to City departments requesting stop payments of City vendor checks, issues with balancing monthly vendor statements and various inquiries. Processes the City's telephone bill; reconciles/itemizes charges and allocates to various City departments.

Performs audit of all payables presented to Finance to confirm proper authorization, mathematical accuracy, adequate support documentation, accurate payee information and to determine if the payment has been properly assigned to a check request, small purchase authorization, purchase order or travel report. Works with external and internal Auditors when questions arise.

Uses personal computer to perform data entry and retrieval of information; copies and faxes information as required.

Processes and distributes large volume of mail daily; assigns invoices, spas and check requests to appropriate Accounts Payable Technicians.

Assists in developing and implementing procedures designed to improve methods of accounting for accounts payable section.

Performs fiscal year-end duties to include organization and storage preparation of previous year payments; retrieval of information for external audit.

Performs other related work as assigned.

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER COMPETENCIES:**

Comprehensive knowledge of basic accounting principles and practices as it relates to accounts payable.

Comprehensive knowledge of the process used in auditing and matching invoices and paying bills.

Thorough knowledge of financial computations and procedures.

Thorough knowledge of office systems, practices and administration.

General understanding of the procurement process.

Highly effective oral and written communication skills.

Ability to plan, coordinate, prioritize, schedule and assign work as well as supervise and train employees.

Ability to read, understand and follow materials and instructions, both written and oral.

Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances.

Ability to analyze and evaluate procedures and work processes and to exercise appropriate judgment in establishing priorities and work methods.

Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

Ability to establish and maintain effective working relationships and to deal effectively and courteously with others, to work independently and in team settings.

Ability to handle a variety of circumstances with poise, tact and diplomacy and in a confidential manner.

Ability to use personal computer with word processing and related software, and enter and retrieve information with reasonable speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Requires any combination of education and experience equivalent to an Associate’s Degree in Accounting, Business Management or a related field and extensive responsible accounts payable or closely related experience. Requires some supervisory or lead experience.

**ADDITIONAL REQUIREMENTS:**

Requires an acceptable background check.

Accounts Payable Supervisor-FIN  
New

Analysts: Class & Comp Staff

THIS IS A STATEMENT OF REPRESENTATIVE RESPONSIBILITIES, WORK BEHAVIORS AND REQUIREMENTS FOR THE JOB. NOT ALL RESPONSIBILITIES AND WORK BEHAVIORS ARE STATED. NOT ALL POSITIONS COVERED BY THE JOB DESCRIPTION WILL PERFORM ALL RESPONSIBILITIES. EMPLOYEES MAY BE ASSIGNED SIMILAR OR RELATED WORK AND ANY OTHER WORK NECESSARY TO ACCOMPLISH ASSIGNED RESPONSIBILITIES. EDUCATION AND EXPERIENCE ARE STATED IN TERMS GENERALLY REQUIRED TO PROVIDE THE ENTRY KNOWLEDGES, SKILLS, AND ABILITIES.

APPROVAL

