

**Accounts Payable Supervisor  
New Hanover County Schools**

**Job Description**

**Class: Administrator**  
**Dept: Finance**

**TITLE: Accounts Payable Supervisor**

**QUALIFICATIONS:**

1. Bachelor's degree in Business or a related field.
2. Extensive knowledge required in the following areas: accounts payable, accounting software, spreadsheets, data base programs, and generally accepted accounting principles.
3. Five years of accounting background with supervisory experience preferred.

**REPORTS TO:** Director of Finance

**JOB GOAL:** To coordinate and supervise all accounts payable functions.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Supervise staff members in processing of accounts payable and general accounting duties.
3. Maintain vendor file, coordinate 1099 processing, oversee vendor statement reconciliations, approve payments, and provide customer service.
4. Perform accounts payable training for schools and departments.
5. Provide selected audit work papers or other requested reports.
6. Research software issues and verify system reliability subsequent to software upgrades.
7. Research budget and general ledger issues as needed related to accounts payable.
8. Prepare monthly Sales and Use Tax Report and Annual Tax Refund Return.
9. Maintain accounts payable forms, updating as needed for IRS, state, or policy changes.
10. Additional duties and special projects as assigned by the Director of Finance.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Central Office Administrator II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.