

Job Title:	Manager, Accounts Payable
Grade Level/Terms of Employment:	Pay Grade 130, 260 days
FLSA Status:	Exempt
Work Location:	RPS Central Office, City Hall
Immediate Supervisor:	Director, Finance

General Description

Richmond Public Schools (RPS) is seeking an Accounts Payable (AP) manager to provide leadership, management, and vision necessary to ensure that the department has an effective and proactive approach to maintaining high-quality internal operations. Additionally, the AP manager works to ensure that AP staff and RPS personnel are adequately trained on accounts payable processes and procedures in order to ensure accurate and timely vendor payments and employee reimbursements.

Essential Duties and Responsibilities:

- Identify, onboard, mentor, and develop team members to create and maintain an engaged, productive and experienced team
- Develop and implement methods and procedures to improve accuracy, efficiency, and timeliness of AP functions
- Develop and evaluate performance of direct reports against team and department goals
- Develop and/or review and/or prepare: systems and methods for compliance, monthly reconciliations, bank reconciliations, adjusting journal entries, statistical reports, and year-end audit and financial statement reports and notes
- Ensure compliance with 1099 filings and unclaimed property
- Maintain spreadsheets and schedules for the division's fixed assets in accordance with GASB 34
- Update and maintain a comprehensive policy and procedures manual for assigned areas, including district travel procedures
- Develop, coordinate, and train school personnel regarding AP and travel procedures
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or related field
- At least 5 years of increasingly responsible and progressive experience in government or general accounting, with at least one year of supervisory experience
- Comprehensive knowledge of generally accepted accounting principles and practices and accounts payable procedures and control techniques and methods, including 1099 filings
- Strong planning, analytical, problem solving, and organizational skills, including keen attention to detail
- Excellent customer service skills
- Outstanding interpersonal, team work, and communication skills
- Ability to work under pressure, balance and prioritize work and meet multiple deadlines
- Proficiency in using Microsoft Office products, Google applications, and other business solutions software