



Job Title: Supervisor II - Accounts Payable

Supervisor: Budget Office

Terms of Employment: 246 days

Job Summary:

Supervise the overall operations of Accounts Payable Services under the direction of the Budget Officer.

Essential Duties:

1. Supervise, train, and assist Accounts Payable staff on a day-to-day basis for efficient and effective operation.
2. Develop and revise procedures and forms to improve operation of Accounts Payable Department for efficient and effective operation.
3. Ensure accuracy and integrity of the Accounts Payable system
4. Prepare and submit weekly to Horry County Treasurer, the school Expense Voucher Report for Bank reimbursement
5. Prepare and process purchase order closing
6. Supervise issuance of 1099 forms, which conform to IRS Regulations
7. Prepare payment cancellations (i.e. voids) on Accounts Payable and Imprest Checks
8. Create reversal and adjustment vouchers on voids
9. Monitor vouchers weekly by creating and reviewing the Accounts Payable Open Liability Reconciliation Report
10. Review and correct the unmatched and unposted vouchers that will not post to the general ledger
11. Provide report of Imprest check vouchers with budget errors to Finance Accountant for review and budget corrections.
12. Work with open purchase order reports to finalize vouchers
13. Assist vendors and school bookkeepers to reconcile monthly expense statements and outstanding invoices
14. Provide lead role on all PeopleSoft test scripts on software patches
15. Prepare flowcharts and procedure manuals for all Accounts Payable functions
16. Assist Finance Accountant at month end with Accounts Payable balancing between the A/P module and general ledger
17. Supervise and assist Accounts Payable staff assuring all invoices and purchase orders are processed for year-end closing
18. Supervise and train on PeopleSoft procedures for scanning and indexing of all invoices, packing slips, and checks.
19. Assist Budget and Accounting Officers in gathering necessary information for yearly audit.

Other Duties:

Perform such other tasks and assume such other responsibilities as may be assigned, from time to time, by the Budget Officer and Chief Financial Officer.



Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Associate degree or sixty hours of post-secondary education from an accredited college or university with a major or emphasis in Business Administration
2. Four years' relevant accounts payable experience.
3. Must have a strong work ethic
4. Strong problem-solving skills, basic accounting principal knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
5. Must have large ERP AP system experience. PeopleSoft experience preferred
6. Strong personal computer and business solutions software skills
7. Experience and training in scanning and indexing documents.
8. Ability to work independently and unsupervised.
9. Ability to communicate both orally and in written format with internal and external departments and agencies.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pay Grade: 115

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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