

Job Title: Supervisor Accounts Payable

Department: County Auditor's Office
Immediate Supervisor: County Auditor

BRIEF DESCRIPTION OF THE JOB: Performs various accounting functions for the department. Assists in the training and supervising of personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Processes accounts payable by receiving invoices, establishing expense codes, matching purchase orders with invoices, running reports, entering data into the computer and filing check copies.	40%	S
2) Processes purchase orders by receiving invoices to initiate purchase order, determining where expenses should be charged, entering data into the computer, filing copies of purchase orders and reviewing specialty purchase orders to ensure correct coding and charges.	35%	S
3) Reconciles fixed assets by running reports, reviewing reports, correcting any errors, pulling invoices and making copies, entering data into computer and filing reports and copies.	10%	S
4) Performs other duties by providing information and documentation as requested, preparing various forms and reports and assisting in preparing tax information.	10%	S
5) Supervises personnel by providing training, ensuring work duties are completed and assisting personnel as needed.	5%	L

Physical Strength Column: *S - Sedentary* *L - Light* *M - Medium* *H - Heavy* *VH - Very Heavy*

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Filing
Sitting	C	Desk work
Walking	F	To office equipment
Lifting	R	Boxes
Carrying	F	Files, boxes
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	R	For files and supplies
Kneeling	O	Filing in lower drawers
Crawling	N	
Twisting	O	From computer to printer
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, calculator, copier

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other: Storage location	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	N
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	N	Noisy/Distracting Environment	R

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Notary Public

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.