



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Accounts Payable Manager
SCHOOL/DEPARTMENT	Finance
SALARY	Salary Grade 71 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Finance Officer
SUPERVISES	Accounting Technician, Accounting Analyst
WORK WEEK SCHEDULE	Monday – Friday; some evenings and weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Accounts Payable Manager performs complex technical and fiscal governmental account work in a managerial capacity to coordinate accounts payable functions and to assure accurate and timely processing of data. Work involves overseeing disbursement and accounting of federal, state, local and capital outlay funds and receiving and transcribing confidential correspondence, screening and independently handling a variety of routine inquiries by telephone and in person, and maintaining a variety of records and files. The Accounts Payable Manager is also responsible for ensuring proper and timely payment for vendor accounts, inter-school billings, payroll and various contracted services, as well as for preparation of associated accounting reports. Additionally, the Accounts Payable Manager takes a lead role with data analysis, vendor relations and work with the external auditors, and also assists school bookkeepers with purchasing procedures and best practices. The Accounts Payable Manager coordinates the school district's fixed asset inventory including, but not limited to, tagging and disposal, prepares monthly HUB, equipment, material and supply reports, maintains contract master list and provides monthly reports regarding contracts between \$30K and \$50K. The Accounts Payable Manager provides daily support to the budget, accounting and accounts payable departments.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of purchasing, fixed asset, mathematical and accounting principles
- Thorough knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions
- Thorough knowledge of state, local and school system fiscal regulations, policies and procedures.
- Thorough knowledge of current technology and office practices, methods and procedures used by OCS
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and state procedures
- Thorough understanding of all functions of Financial Services
- Thorough knowledge of Microsoft Excel, spreadsheet creation and development and other Microsoft Office products that support accounting and communication applications
- Ability to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Ability to support multiple departments and 13 schools with purchasing, fixed asset and accounting tasks
- Ability to multi-task and to oversee vendor contracts efficiently and effectively

EDUCATION, TRAINING, AND EXPERIENCE

- High School diploma with concentration in business practices, accounting, and/or mathematics
- Two (2) or more years of Accounts Payable experience in a school/government setting
- Extensive experience working with Microsoft Excel spreadsheets and Microsoft Office environment
- Any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree or higher from an accredited institution in Accounting, Business Practices, technical accounting/finance work involving computer spreadsheet applications and analysis or other related area

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide support for site-based personnel regarding the use of the purchasing program

2. Maintain frequent contact with vendors, Principals, Directors, and management to provide assistance and new information regarding purchasing needs, acquisitions of services, equipment and supplies
3. Review, verify and approve purchase requests for less than \$5,000
4. Review, verify and approve for processing utility payments and employee reimbursements
5. Monitor capital outlay projects, to include billings to Orange County for reimbursement of capital dollars expended
6. Verify charter school students for residency and calculate and process charter school
7. Assist school bookkeepers regarding accounts payable procedures and data; assist with software support
8. Review and verify annual sales tax refund documentation to the state of NC
9. Generate sales tax paid by Fund, PRC and school for proper distribution of any refund received
10. Verify monthly sales tax due with Department of Revenue
11. Monitor account balances and related financial activity for the purpose of ensuring that allocations are accurate and comply with established financial practices
12. Participate in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions
13. Reconcile financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices
14. Prepare or assist in preparing any reports, returns, including 1099's required by State or Federal agencies
15. Coordinate the district's fixed assets inventory, including tagging and disposal documentation
16. Work with the district to develop consistent wide procurement methods
17. Prepare and submit quarterly reports for Board reporting equipment, material and supply purchases, service contracts, change orders, and HUB purchases
18. Maintain a Master Contract list of all service contracts entered into by the district
19. Act as the District Purchaser for Apple Application Volume Purchases
20. Stay informed about program/procedure changes
21. Routinely interact with all departments and program services to ensure complete communications
22. Review weekly accounts payable payments for accuracy and compliance with internal and state policies
23. Set up new vendors in the financial database, mail or fax non-e-procurement purchase orders
24. Ensure current email addresses are on file for active vendors
25. Perform other duties as assigned by the Chief Finance Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*