

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Accounts Payable	<b>REPORTS TO:</b>	Controller
<b>DEPARTMENT:</b>	Accounts Payable	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	022 AASD Classified
<b>ISSUED:</b>	May 25, 2010		

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**BASIC FUNCTION:**

Plan, organize, control and manage the accounts payable functions and assigned staff; relieve the workload of the Controller by performing highly responsible fiscal duties and assigned projects.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Plan, organize, control and manage the work of assigned staff; train staff in disbursement of district obligations in accordance with current state and federal laws, Education Code, district policies and procedures and audit practices. ***E***

Plan, assign, and review work of unit for accuracy, completeness, and adherence to time schedules; audit and review input; oversee the district's final point of audit and approval for all accounts payable disbursements. ***E***

Monitor and interpret new and existing state and federal laws and regulations including tax laws; supervise the compilation of data for issue of annual tax information returns required by agencies authorized to levy taxes. ***E***

Perform complex research and analysis and recommend and implement new district policies and procedures resulting from new legislation and new programs. ***E***

Recommend system modifications, corrections, interfaces and enhancements to accounts payable client server computer application. ***E***

Prepare or direct the preparation of complex fiscal, statistical, and cost accounting data, and governmental claims and reports. ***E***

Review contracts and explain district, state, and federal regulations related to accounts payable functions to district staff and outside agencies; consult with vendors, as necessary; design, develop, and implement systems and procedures to ensure timely processing and payment of invoices including new and revised work procedures. ***E***

Coordinate activities with other accounting offices and interdepartmental units. ***E***

Evaluate, recommend, install and implement new system applications as required to improve efficiency and productivity of unit. *E*

Analyze the impact of accounts payable functions on district wide financial systems. *E*

Provide technical expertise, information and assistance to the Controller regarding assigned functions; assist in the formulation and development of policies, procedures, and programs. *E*

Conduct in-service training programs to provide accounts payable information to school sites and central office locations and attend various seminars and workshops to keep current with changing laws. *E*

Communicate with district management staff and others concerning complex contracts, fuel and use taxes, and assists outside auditors in the performance of the annual audit of accounts payable; attend meetings on behalf of management staff as requested. *E*

Assist in the development of the budget for the Accounts Payable Department; control and authorize expenditures in accordance with established limitations. *E*

Select, train, supervise, and evaluate the work of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in accounting, business administration, or related field and four years of recent, progressively responsible accounting or fiscal experience of acceptable level and quality.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting principles, systems, and procedures.

Requirements of the Education Code, Uniform Commercial Code, and the State Accounting Manual and applicable policies and procedures.

Principles and techniques of budget preparation and control.

Oral and written communication skills.

**ABILITY TO:**

Provide leadership and direction in assigned functions.

Develop fiscal and statistical data.

Develop and implement computer applications appropriate to assigned functions.

Research and analyze data, determine logical conclusions, and make appropriate recommendations.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Communicate effectively orally and in writing.

Train, supervise, and evaluate performance of assigned staff.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Prepare reports and direct the maintenance of a variety of reports and files related to assigned activities.

Work independently with little direction.

Interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

ENVIRONMENT: Indoor, office setting.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1662

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