

JOB DESCRIPTION

Job Title Supervisor Accounts Payable
Reports to Assistant Director Disbursement Services
Dept/School Financial Services

Job Title Code 180234
Wage/Hour Status Exempt
Pay Grade 104
Date Revised July 14, 2025

Primary Purpose

To oversee and coordinate the day-to-day operations of the Accounts Payable division, ensuring efficient processing, compliance with district policies and regulations, and timely disbursement of vendor payments. This position supervises support staff and provides guidance to campuses and departments while maintaining effective vendor relationships.

Education/Certification

- Bachelor's Degree in Accounting or related field

Special Knowledge/Skills

- Knowledge of appropriate Federal and State reporting guidelines
- Knowledge of accounting principles and the application of these principles to the public-school finance
- Ability to use personal computer and software to develop spreadsheets, and perform data analysis and word processing
- Ability to interpret policy, procedures and data
- Ability to manage assigned personnel
- Excellent organization, communication, public relations, and interpersonal skills

Experience

- Three (3) years related experience
- Two (2) years supervisory experience

Major Responsibilities and Duties

1. Manage daily operations for disbursements and processing of vendor invoices.
2. Issue and void check according to production schedule.
3. Assign, review and balance workloads to ensure equitable task distribution.
4. Oversee invoice coding, entry, approval workflows, and timely vendor payments.
5. Work under minimum supervision and perform assigned duties with independence as to priorities and methods.
6. Supervise, coach, and evaluate assigned personnel and provide ongoing feedback and report progress to Assistant Director.
7. Work closely with campus/department personnel providing guidance to resolve discrepancies and ensuring resolution.
8. Assist research clerks with the reconciliation of vendor accounts and year-end accruals.
9. Oversee the scanning and indexing of invoices and payments in accounts payable storage and retrieval system.
10. Follow through on obtaining proper receipts for reimbursements, prepaid purchase orders and contractor and consultant agreements.
11. Develop and maintain vendor and community relationships.
12. Provide guidance and support to clerical staff to ensure comprehension and compliance with accounts payable procedures and requirements.
13. Ensure compliance with internal controls, district policies and regulatory requirements.
14. Oversee invoice related research, validation and analysis from initial notification to final resolution, to maintain accurate vendor accounts and prevent payment delays.

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15. Assign special projects or research related issues, as requested by Board of trustees, administration, and the public.
16. Assist with the maintenance of department procedural manual, including forms, schedules, vendor correspondence templates, and charts.
17. Review accounts payable transactions for accuracy and adequate documentation.
18. Support vendor master file maintenance in collaboration with Procurement Services.
19. Prepare and submit year-end vendor reports to the IRS (IRS form 1099).
20. Recommend and implement process improvements that enhance efficiency and transparency.
21. Participate in audits and ensure timely resolution of findings related to accounts payable functions.
22. Maintain and track Accounts Payable statistics to support operational efficiencies
23. Prepare year-end invoice accrual listing and collaborate with Accounting staff for completeness and accuracy.
24. Provide training District-wide on Accounts Payable processes and procedures and vendor information.
25. Work closely with Information Technology to test, develop, implement, document, and provide recommendations for future enhancements to software.
26. Participate in ongoing professional development activities to stay abreast of rules and regulations in school finance.
27. Perform other duties as assigned by supervisor.

Personnel Management

28. Develop and implement training plans and performance improvement strategies.
29. Evaluate the job performance of assigned staff to ensure high standards of effectiveness.
30. Promote teamwork, professional conduct, and collaborative problem solving across the department.
31. Coordinate professional development and training opportunities for team members.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Computer, printer, fax machine, scanner, copier, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions and meet deadlines and workload. May work frequent prolonged and hours. Prolonged use of computer with repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.