

<b>Job Title:</b>	Assistant Manager Accounts Payable	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Accounts Payable Manager	<b>Pay Grade:</b>	103
<b>Dept./School:</b>	Financial Services	<b>Date Revised:</b>	October 31, 2024

**Primary Purpose**

Assist Accounts Payable Manager with the daily operation of the department. Oversee the Accounts Payable Department in the absence of the manager.

**Qualifications****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
- Excellent organization, communication, public relations, and interpersonal skills
- 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

**Experience**

Two (2) years' experience in accounts payable  
Two (2) years' supervisory experience

**Major Responsibilities and Duties**

1. Work under minimum supervision and perform assigned duties with independence as to priorities and methods.
2. Address timely payment of past due invoices, credit memo and statement management, research function and responsibilities, validation recognition and analysis, and discrepancy procedure from first notice to resolution.
3. Supervise, train, and monitor assigned staff, report progress to Accounts Payable Manager.
4. Reconcile vendor accounts with research clerks and/or vendors.
5. Oversee the scanning and indexing of invoices and payments in accounts payable storage and retrieval system. Follow through on obtaining proper receipts for reimbursements, prepaid purchase orders and contractor and consultant agreements.
6. Assign special projects or research related issues, where needed.
7. Write and implement templates for vendor correspondence, discrepancies, etc. and ability to run or void checks in supervisor's absence.
8. Provide training to district clerical and administrative personnel.
9. Assist with the preparation of IRS Form 1099 at year-end.
10. Assist in year-end closing departmental procedures.
11. Oversee routine department activities to ensure completeness accurately and timeliness.
12. Maintain and record Accounts Payable statistics.
13. Maintain a professional relationship with vendors.
14. Assist with maintenance of automated vendor payments.
15. Assist and collaborate with Procurement and School Resources Department on recommended changes to vendor master file. Assist with the development of departmental and district-wide procedural manuals.

- 16. Collaborate with campuses and departments to support the District’s mission and strategic goals and objectives.
- 17. Work closely with Information Technology to test, develop, implement, document, and provide recommendations for future enhancements to software.
- 18. Participate in ongoing professional development activities to stay abreast of rules and regulations in school finance.
- 19. Perform other duties as assigned by supervisor.

**Personnel Management**

- 20. Develop training options and improvement plans to ensure exemplary business operations.
- 21. Evaluate the job performance of employees to ensure effectiveness.
- 22. Use management practices that promote collegiality, teamwork, and collaborative decision-making amongst staff.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**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: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

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