

ACCOUNTS PAYABLE ANALYST II

Definition

Performs the full range of professional accounts payable duties to plan, organize, or conduct activities involving the analysis and review of highly complex and diversified transactions; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Exercises control and oversees maintenance of a variety of accounts payable activities; oversees and maintains a variety of accounts payable operational accounts; plans, supervises, organizes, analyzes, and participates in the accounts payable operational activities using automated financial and procurement systems; participates in the establishment and definition of internal accounts payable policies and procedures and oversees compliance; acts as administrator for specific programs, i.e. credit card and IRS reporting; reviews, analyzes, and prepares various financial reports for other offices, departments and outside agencies; ensures integrity of financial data and record keeping; reviews and reconciles complex financial statements and reports; prepares data for uploads to the financial management system; prepares and submits mandated reports to state and federal agencies; oversees and ensures timely and accurate payments of legal obligations; provides analysis of accounts payable activities and provides technical advice; participates in the development and implementation of policies and procedures

Supervision Received/Given

Receives general supervision from a coordinator. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree (master's degree preferred) in accounting, business administration, or a related field; plus five years of progressively more responsible experience in accounting, business management, or a related field. Can demonstrate knowledge of the theory, methods, principles, and practices of governmental accounting and general accepted accounting principles; ability to analyze and interpret fiscal data and develop and generate reports from the data; ability to effectively use automated financial systems; and ability to communicate effectively, both orally and in writing.



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