

ACCOUNTS PAYABLE MANAGER

Definition

Plans, manages, and coordinates program activities and personnel of the accounts payable section in the Office of the Comptroller; designs, implements, and assesses payment activities and work processes; and performs related financial duties as required or assigned.

Typical Tasks (illustrative only)

Plans, manages, implements, and evaluates activities of a section of the accounts payable section in the Office of the Comptroller; leads in the development, oversight, and evaluation of initiatives and projects related to the processing of payments; administers, projects, and allocates assigned and required resources, both physical and human; collaborates with and supports the accounting section, the Office of the Comptroller, the Department of Financial Services, and schools, departments, and vendors to fulfill the mission of the accounts payable section; drafts and recommends process improvements, modifications, or new policies, programs, or systems to improve accountability and more effectively carry out the section, office, and department mission and functions.

Supervision Received/Given

Receives direction from the assistant comptroller. Participates in the screening, selection, assignment, supervision and evaluation of personnel assigned to the accounts payable section. Provides guidance and assistance to full-, part-time, and/or hourly employees and vendors, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in finance including or supplemented by course work in the principles, concepts, and methods of accounts payable and accounting, plus six years of progressively more responsible experience in the financial field, some of which shall have been in a supervisory or leadership capacity. Master's degree may be substituted for one year of the required experience; can demonstrate knowledge of theories, procedures, practices, materials, and methods of the accounts payable section and the Office of the Comptroller; familiarity with applicable financial regulations, legislation, policy, and office operational procedures; ability to manage and supervise program activities and personnel; and ability to communicate effectively, both orally and in writing.



Established: November 2007