



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II, ACCOUNTS PAYABLE**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs the accounts payable supervisor function. Responsible for supervising the accounts payable function, including such activities as the timely payment of all vendor invoices and expense vouchers, and the maintenance of accurate records and reports; Assists all departments, vendors, department heads, and the general public. Supervisory activities include selection, training, evaluation, counseling, and recommendation for dismissal.

EXAMPLES OF WORK PERFORMED

Monitors daily workload to ensure that invoices are processed and deadlines are met while adhering to County policies and procedures

Generates weekly checks for A/P, bi-weekly checks for Payroll 3rd party remittances, manual checks and replacement checks as needed

Coordinates, recommends, and implements processes and internal controls

Addresses vendor payment issues as needed. These can arise internally or externally

Coordinates activities with other departments to expedite payments

Evaluates staff performance and provides training as needed

Ensures that invoices and expenses are processed accurately and timely

Reconciles clearing accounts

Coordinates with other departmental divisions to ensure timely payment of invoices and expenses

Resolves discrepancies within the County and external customers

Performs all other related duties assigned

EXPERIENCE AND EDUCATION

Graduation from a four (4) year college or university with course work in Business Administration or related field

Three (3) years of experience in accounts payables or accounting

Two (2) years in a lead or supervisory capacity

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, and abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of payroll principles and the exercise of good judgment

Able to use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

General accounting knowledge and accounts payable processes

Knowledge of County processing policies and procedures

Understand record keeping techniques

Able to utilize all office equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations