

# CITY OF CHATTANOOGA

## Classification Specification Title: Accounts Payable Supervisor

**Department: Finance**

**Pay Grade: GS.09**

**Supervision Received From: Accounting Manager**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Accounting Tech 1,**

**Established: 6/29/07**

**Accounting Tech 2, Admin Support Assistant 2**

**Revision Dates: 12/6/24;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and supervising accounts payable operations and activities. Duties include determining when invoices can be paid, resolving billing problems with suppliers, determining and implementing check processing schedules. This position manages a staff of seven full-time employees. Duties also include coordination and problem resolution in coordination with other City departments. Responsible for the accuracy of staff and for the timeliness of payments. Ensures proper documentation for payments. Work requires limited supervision. The incumbent must demonstrate the ability to use independent judgment and discretion.

### SERIES LEVEL:

The Accounts Payable Supervisor is the third level of a three-level accounting support series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises the accounts payable activities and operations, ensuring applicable departmental goals, practices, and policies are achieved.

Conducts annual training for City department personnel who are responsible for certification of receipts of goods and services. On-demand training is done for new personnel in departments to ensure they understand the policies and procedures. Provides training on the Oracle payables module.

Monitors the accuracy and timeliness of payments to ensure compliance with applicable administration guidelines.

Recommends policy changes when necessary to enhance accuracy, timeliness, and efficiency of the payables process. Reviews, records and oversees a variety of reports, vouchers, receivables, payables, deposits and documents.

Issues check cancellations, including payment stops and re-issues. Performs daily check run processing.

Prepares, updates, and maintains a variety of correspondence, billings, records, and files. Determines when it is appropriate to remit uncashed checks to the state's unclaimed property division.

Assists customers and employees with requests for information over the phone and in person. Assists external auditors by providing information for applicable reviews.

Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information.

Researches and resolves issues dealing with complaints, questions, records, and requests for information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

##### Finance Department Specific Duties:

The Accounts Payable Supervisor is responsible for overseeing and supervising the day-to-day operations of the City's central Accounts Payable operations and activities. This includes making sure invoices are paid timely and accurately for all departments of the City of Chattanooga; ensure electronic payables files are complete; manage staff priorities; monitor daily check runs; ensure bank files are completed in an accurate and efficient manner. Must be able to solve problems that arise and be able to fill in for any of the Accounts Payable positions. Position includes quality control for work of numerous employees outside the chain of command who start the payables process by way of electronic receipts and attachments inside the City's financial system. Interacts with Vendors on procedures to ensure proper and timely payment and manage any issues that arise; maintain vendor relationships and resolve any complaints regarding late payments; work with vendors to help them make sure their processes mesh with our needs in order to facilitate efficiency and timeliness of payments.

Responsible for the quality of work the accounts payable specialists process to ensure timeliness of payments as well as completeness of documentation; answer questions for the accounts payable specialists and personnel in all city departments regarding payment documents; determine appropriateness of payments made to suppliers. A large part of this position is the problem solving and researching information for department personnel and vendors regarding payment status, whether it is an outstanding invoice or a check they have received and need additional information to post or any other account problems.

Write procedures for the specialists as set forth by administration guidelines and keep it updated, training new and current personnel. Being able to fill in for any position to keep the workflow smooth and consistent, maintain vendor and department personnel relationships, and ensure accuracy of payments. Issuing check cancellations when necessary which may include stopping payment and re-issuing payment. Manage personnel who process payments and daily check runs; ensure the daily interfaces with purchasing, inventory, and the accounting ledger is complete; troubleshoot software problems; maintain the uninvoiced receipts ledger; research encumbrances to determine which ones are eligible for possible write-off; comply with the Records Retention Manual; and manage the escheat property compliance for outstanding checks using guidelines set forth by the State of Tennessee. Provide payables training for all city departments on procedures; coordinate Payables and Purchasing procedures.

Various department personnel, including Accounting Technicians 1 & 2, Fiscal Technicians, Inventory Technicians and Administrative Support Assistant 1 & 2, perform the first steps for payment initiation in accounts payable by way of preparation of electronic receiving documents within the City's financial system, paper payment requests and purchase card transactions. These preliminary steps set the stage for payment of invoices by the Accounts Payable staff. Work prepared by the other departments is reviewed for accuracy and completion prior to initiating the final steps for invoice payment. Accounts Payable staff communicates needed corrections to personnel in other departments.

Goods and services are paid utilizing five methods. (1) Purchase Orders & Blanket Order Contract Releases - All payments processed via this method will include a 3-way match within Oracle of (a) the PO or Release with (b) an Oracle Receipt and (c) an Invoice. PO line items, Receipt line items, and Invoice line items must match on quantity and price. (2) Payment Vouchers - This payment method is primarily limited to refunds of deposits or overpayment of fees, taxes, and licenses by 3rd parties and is verified as to accuracy and validity utilizing various methods per our procedures. Decisions as to accuracy and completeness of the information are made prior to recommending sign-off by the CFO or designee. Accounts payable personnel are empowered to recommend payment or request additional information as appropriate. (3) Purchase Cards - This payment method comprises a small percentage of the total expended by the City. (4) Interfaces - Invoices created by the City's payroll system or the Property Tax system to pay third parties based on information verified by other departments. (5) Data uploaded using the interface tool for refunds to a one time vendor in order to avoid set up of single use vendors. All five of these payment methods require full working knowledge of a complex set of operating procedures, and of various computer systems including the Truist Bank system as well as Microsoft Office and Google Mail and Document systems. The Finance Department goal is to pay 82% of invoices within 30 days of the invoice date.

Works with departments to ensure best practices are in place, adapting to the various needs of departments. Works with vendors to resolve billing problems, modify billing practices to fit the City's needs, resolve billing disputes, and maintain good vendor relationships. All processes are continually evaluated for ways to improve.

Continually monitor workload and productivity of staff to ensure maximum performance for the Accounts Payable section. This involves assigning tasks and vendors to staff, re-allocating work on a permanent or temporary basis as needed, refocusing work on problem areas when needed, and motivating staff for excellence.

Responsible for ensuring all payables files are complete and that documentation supports the expense. This includes making sure the departments have issued a receipt in the City's financial system that includes supporting documentation showing who certified the goods or services were received and that the same is for a public purpose. This also includes a valid invoice which contains sufficient detail to determine if pricing is correct according to the pre-agreed terms of the purchase order or other contractual agreement. Records must be stored electronically for the period of time prescribed by State law, by the City's Record Retention Manual, and under requirements of the City's bond issues.

Maintains up-to-date procedures manuals and trains city staff.

#### MINIMUM QUALIFICATIONS:

Associate's degree in Accounting, Finance, or related field and four (4) year's experience in or related to progressively responsible accounting support, to include supervisory experience or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; accounting principles; bookkeeping principles; financial record keeping principles and practices; procurement principles and practices; mathematical principles; electronic data processing principles; modern office equipment and modern office procedures; state and local purchasing laws.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; reconciling accounts; keyboarding; operating a computer and related software applications; providing customer service; handling cash; applying Local, State and Federal laws, rules and regulations; entering data into computerized systems; filing; performing mathematical calculations; handling multiple tasks simultaneously; analyzing information and accounts for discrepancies; operating modern office equipment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.