

ACCOUNTS PAYABLE SUPERVISOR

DEFINITION: Under general supervision, performs skilled accounting work of moderate difficulty in providing first line supervision of employees involved in the performance of accounts payable work, including accuracy and timelines of material produced; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns, supervises and coordinates the accounts payable activities; monitors all accounts payable functions; responds to requests for information based on substantial knowledge of accounts payable procedures/coding; conducts performance appraisals; provides general assistance to the Accounting Manager and may assume delegation duties in the Accounting Manager's absence.

Reviews, posts, codes and approves payment and processing of accounting documents; ensures accurate entry of transactions to accounting system; implements minor procedural and transactional changes in the fiscal operation; initiates oral and written correspondence with vendors or other outside organizations on accounts payable matters; interprets applicable policies and procedures.

Reviews daily financial reports produced by data processing; verifies all vouchers for payment; reviews various commitment and obligation documents; examines documents to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification; oversees maintenance of disbursement record retention.

Performs skilled accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to payable records, performs basic arithmetic computations, enters data to records of original entry, prepares summary statements, and checks forms for completeness and accuracy.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in supervising subordinate staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION

Class Code: 1520
Financial Management and Control Series
Financial Support Group
Overtime Code: Exempt
Pay Grade: 62

ACCOUNTS PAYABLE SUPERVISOR

MINIMUM QUALIFICATIONS: An Associate's degree in Accounting or related field; and two (2) years of increasingly responsible bookkeeping and clerical accounting experience, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.