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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB006 Accounts Payable Program Manager |
| POSITION #/TITLE: 0386 Accounts Payable Program Manager | Adopted: 04-07 |
| | Revised: 05-14 |

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| POSITION DESCRIPTION |
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| Dept /Division: Finance-Administrative Services/Finance Operations | Manager Level: Manager |
| Salary Plan/Description: NBU/Non-bargaining Unit | Salary Grade: 12 |
| Reports To Position #/Job Code #/JC Title: 2667/NB071/Asst. Finance Director | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Exempt | City Overtime Status (Employee Type): Exempt (Salaried) |
| Physical Demand Rating: Sedentary | Work Environment: Controlled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: Standard Word and Standard and Intermediate Excel |
| Personal Protective Equipment: None | |

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| General Statement of Duties |
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Administers and coordinates the City-wide Accounts Payable and Purchasing Functions. Ensures accurate and timely processing of invoices and 1099's and provides for accurate accounting of expenses associated with governmental expense requirements.

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| Distinguishing Features of the Class |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the classification of Accounts Payable Specialist and Vendor Account Specialist.

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| Examples of Essential Work (Illustrative Only) |
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Plans, organizes and assigns accounts payable tasks and provides program management for the daily activities of the Accounts Payable division staff and operations;
Reviews purchasing transactions/payment requests to ensure public purpose and that all appropriate authorization to purchase has been obtained;
Maintains name listing of management authorized to approve purchases;
Processes and reconciles general ledger posting of AP accruals and payments;
Processes special issue requests;
Processes voided checks;
Updates cardholder credit card information in PeopleSoft;
Reviews GL distributions on all purchasing documents (vouchers, credit cards, purchase orders, requisitions);
Monitors public improvement contracts to ensure compliance with Iowa State Code requirements;
Processes fuel tax refunds;
Maintains compliance with state unclaimed property regulations;
Develops standardized forms and create training manuals as necessary;
Supervises, trains and supports other accounts payable team members;

Responds to requests for information from City managers/supervisors, employees, and buyers;
Provides information to the independent auditors;
Process and distributes standard reports as necessary;
Ensures all appropriate accounts payable related files are maintained either electronically or hardcopy;
Performs back-up duties for Vendor Account Specialist;
Performs check processing and printing duties in the absence of the Accounting Systems Specialist;
Fills-in/back-up other accounts payable positions as necessary;
Maintains various fiscal information, files and records (accounts payable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance;
Plans calendars/schedules for the purpose of ensuring the timeliness of processing purchase orders and invoices;
Reconciles a variety of accounts and reports for the purpose of ensuring accuracy;
Conducts performance reviews and monitors staff performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of accounts payable and purchasing;
Good knowledge of Generally Accepted Accounting Principles;
Good knowledge of various federal and state regulations related to payment of obligations and income reporting;
Good knowledge of financial enterprise applications and common office tool software;
Good knowledge of business arithmetic and statistical preparation and presentation methods and procedures;
Ability to handle confidential administrative information with tact and discretion;
Ability to communicate effectively orally and in writing;
Ability to interpret, apply and explain rules, regulations, policies and procedures;
Ability to maintain complex files;
Ability to research issues and provide recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or a closely related field; and
Considerable experience in accounts payable and purchasing practices; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;

Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.