City of Chesapeake	Class Title: Accounts Payable Manager

Job Class Code: 1570	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to oversee and direct City wide accounts payable functions to ensure compliance with City policies and procedures and federal and state regulatory requirements. The job class directly supervises accounts payable staff and develops and provides training and guidance to all City employees involved in the accounts payable process. The job class represents Finance on various committees and in other forums to evaluate, plan, and implement changes involving processes from requisition through payment. The job class works within broad policy and organizational guidelines, independently plans and implements projects, and reports projects of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises, coaches, counsels, and evaluates subordinate staff and maintains their training as required in order to perform job functions.

- Provides supervision, guidance, and training to staff throughout the City at all levels on accounts payable related issues.

- Develops, implements, and audits compliance with accounts payable policies based on research and industry best practices.

- Provides City-wide training and coaching as required to meet regulatory, system, or policy requirements.

- Serves as the PeopleSoft accounts payable subject matter expert; coordinates and actively participates with different departments on upgrades and system and process changes to maintain integrity of data and ensure PeopleSoft's ability to perform accounts payable functions in accordance with City policies and procedures and federal and State regulations.

- Serves as the electronic voucher workflow subject matter expert and provides support to other City departments/staff on this topic as needed.

- Represents Finance on various committees and forums to evaluate, plan, and implement changes involving accounts payable, including new GASB implementation.

- Prepares, audits, and maintains various financial reports and statements including year-end reports and required federal and State regulatory reporting, including annual 1099 reporting.

- Oversees P-card payment processing including policy compliance and auditing.

- Conducts availability of funds reviews for contracts.

- Serves as Finance department FOIA and records retention representative.

- Assists with annual CAFR production.

- Provides information and assistance to internal and external auditors.

- Assists with the preparation of departmental budget.

- Attends or conducts staff meetings to exchange information, attends in-service training and classes, seminars, or conferences to improve professional level accounting skills.

- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; proposes changes to policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, coworkers, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in accounting, finance, or a closely related field.
Experience	In addition to satisfying the vocation/educational standard, this job class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Certified Public Accountant certification desired.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.