

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Supervisor, Accounts Payable	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor V	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9929	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accounting Services	<b>SALARY:</b>	Range 25 Salary Schedule G2
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET</b>	
		<b>APPROVAL:</b>	6-17-2025
		<b>HR APPROVAL:</b>	6-17-2025
		<b>BOARD APPROVAL:</b>	6-26-2025

**BASIC FUNCTION:**

Under general supervision, the Accounts Payable Supervisor, oversee, plan, organize, coordinate, and direct the various district accounting accounts payable and financial activities requiring independent judgment and analysis; recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities; train, supervise, and evaluate the performance of assigned staff.

Provide management and oversight for the district's accounts payable operations, exercising independent judgment and analysis to ensure accurate financial reporting and compliance with district policies and regulatory requirements. Develop and manage comprehensive accounts payable processes, ensuring alignment with district financial goals and objectives. Prepare and present accounts payable reports for internal leadership, local agencies, state and federal authorities, and oversight committees. Analyze funding sources, district procedures, vendor contracts, and other fiscal areas to support sound financial decision-making. Offer direction and guidance to staff involved in accounts payable activities to maintain efficiency and accountability.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plans, organizes, directs, and evaluates the work of assigned accounts payable fiscal technicians to ensure timely and accurate processing of all accounts payable functions. **E**

Develops, implements, and monitors work plans and processes in collaboration with staff to achieve departmental goals and objectives; supervises the development and refinement of procedures, systems, and workflows to enhance efficiency and accuracy in accounts payable operations. **E**

Monitors and adjusts workflow and assignments to meet established timelines and ensure the efficient completion of accounts payable tasks and responsibilities. **E**

Oversees all aspects of accounts payable functions, ensuring adherence to District policies, internal controls, and applicable regulations. **E**

Maintains District ledger accounts, including balance sheet accounts and accounts payable; collaborates with auditors during the audit of year-end balances on the ledger. **E**

Co-maintains District-wide payroll liability accounts, including state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities. E

Oversee year-end closing processes, including establishing liability accounts, reconciling accounts payable ledgers, processing accruals, and preparing necessary documentation for audits and financial reporting. E

Establishes performance standards and goals for assigned staff; conducts regular performance evaluations, provides constructive feedback, and identifies professional development opportunities; recommends disciplinary actions in accordance with Personnel Commission laws, human resources policies, and collective bargaining agreements. E

Oversees the processing and payment of all District invoices, Cal-cards, employee travel and mileage reimbursements, including verifying purchase order numbers, account codes, proper documentation, and authorizations; ensures all transactions are compliant with District policies, Board approvals, and applicable regulations. E

Administers sales and use tax and compliance, ensuring accurate calculation, timely filing, and payment in accordance with state and federal regulations. E

Oversees the processing and payment of property taxes and debt payments related to District assets, ensuring compliance with applicable laws and regulations. E

Oversee the preparation and filing of 1099 forms, ensuring accuracy and compliance with IRS requirements and deadlines. E

Ensures proper internal controls are maintained for all accounts payable functions; monitors adherence to District policies and procedures, recommending and implementing improvements to enhance control and efficiency. E

Prepares complex financial and statistical reports and summaries related to accounting operations and activities; reviews financial reports, receipts, disbursement records, and other financial records to ensure accuracy and completeness; makes corrections and adjustments as necessary. E

Coordinates with auditors by providing requested data, documentation, and reports to facilitate the annual audit process. E

Reviews and approves the coding and classification of invoices, ensuring accuracy in account codes, budget allocations, and compliance with accounting standards, GASB, and CSAM. E

Communicates with various District and county departments, vendors, and personnel to answer questions, obtain information, arrange payments, and resolve discrepancies or issues. E

Provides technical expertise and training regarding the interpretation of laws, rules, and regulations governing the receipt and disbursement of funds. E

Performs internal audits by checking and reviewing a variety of records, accounts, and reports for accuracy, compliance, and timeliness; assists with calculations, inspects for proper encumbrances and disencumbrances, allocation of categorical funds, and processing and payment of invoices and other accounts payable. E

Oversees the management of open purchase orders, including following up on outstanding invoices and ensuring timely closure of completed transactions. E

Answers complex technical questions and provides guidance to staff on accounts payable issues, policies, and procedures. E

Ensures compliance with federal and state regulations pertaining to accounts payable, tax reporting, and financial controls. **E**

Utilizes and oversees computer-based accounting systems to input, review, and analyze accounts payable data and reports; recommends system enhancements to improve functionality and efficiency. **E**

Provides excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, and others; responds to phone calls, emails, letters, and other communications in a timely and professional manner. **E**

Oversees incoming mail and correspondence related to unpaid claims, lost warrants, vendor inquiries, and other accounts payable matters. **E**

Promotes teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Provides training and mentorship to accounts payable staff to ensure professional growth and consistency in work quality. **E**

Participates in cross-departmental coordination, collaborating with Purchasing, Payroll, and Budget teams to ensure alignment and efficiency in financial operations. **E**

Support and backup to the Accounting Revenue Supervisor as needed. **E**

Performs other related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with a major in Accounting or related field and 8 years increasingly responsible experience in accounting, auditing, financial, or school business-related field.

Degree preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	60 Correct WPM
Word.....	95% Overall Score
Excel / Access.....	95% Overall Score
General Accounting.....	95% Overall Score

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Principles of financial or statistical record-keeping.
- Accounting and auditing principles, practices, and procedures.
- Governmental accounting practices, principles, and auditing standards.
- California school district fiscal procedures and reporting requirements.
- Knowledge of accounting practices compliant with the California School Accounting Manual.

##### **ABILITY TO:**

- Oversee, plan, organize, coordinate, and direct the various District accounting and financial activities requiring independent judgment and analysis.

- Recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities.
- Oversee, train, and evaluate the performance of assigned staff.
- Assure compliance with applicable District policies, procedures, and governmental regulations.
- Apply applicable sections of State Education Code and other applicable laws.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Communicate effectively, and maintain cooperative relationships.
- Prioritize, schedule, and assign work.
- Perform difficult and complex accounting work in the preparation, verification, maintenance, and processing of District accounting records.
- Reconcile accounts, records, reports, and journals.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Operate a computer, related software, and standard office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office and site environment; travel to outside agencies, various district sites, and locations to conduct district business as needed; constant interruptions

**SAMPLE PHYSICAL ABILITIES:**

Stationary for extended periods of time; operate a computer keyboard; retrieve and store files from cabinets and shelves; communicate to exchange information and make presentations; assure accuracy of financial and fiscal records and reports; move light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:**

District pays a portion of the employee's health benefits through District-offered plans.