

## Accounts Payable Supervisor

\$60,011/ year or higher DOQ + [Full-Time County Benefits](#).

James City County's Financial & Management Services Department seeks an individual to perform responsible work overseeing the operations of accounts payable for the County and its fiscal agencies, including supervising staff, managing workflows, and ensuring the accuracy and timeliness of payments; maintains the official financial records, reviews disbursements, prepares 1099 statements, reconciles reports with the general ledger, prepares financial reports; and assist with audits.

### Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Oversees the processing of payment disbursements; reviews invoices for payment and proper posting to the general ledger; reconciles outstanding invoices with the general ledger.
- Ensures that financial deadlines are met, and that customer service is provided to stakeholders; monitor accounts and ensures discrepancies are identified and resolved.
- Leads month-end and year-end closing process in accounts payable, including but not limited to preparing financial schedules and reconciliations, recording accruals, preparing purchase order reconciliation, and responding to auditor requests for information, etc.
- Maintains vendor records and verifies taxpayer identification numbers with the IRS; prepares annual 1099 forms for County and fiscal agency vendors; electronically transmits information to the IRS and investigates discrepancies noted by the IRS.
- Oversees processing purchase card transactions and reviews employee expense claims to ensure compliance with policies.
- Helps to develop and maintain training materials for the accounts payable, purchase card, and employee expense processes.
- Identifies opportunities for quality and process improvements.

### Requirements:

- Any combination of education and experience equivalent to a bachelor's degree in accounting or related field; considerable experience in accounts payable, including experience with complex financial systems; and supervisory or lead experience.
- Must possess reliable transportation to work site(s).
- Considerable knowledge of principles, methods, and practices of accounting, ledger recording, balancing, and financial reporting schedules; Generally Accepted Accounting Principles (GAAP); internal controls; taxation and reporting requirements.
- Knowledge of data entry, automated financial record keeping systems, and various microcomputer software packages; standard office procedures, practices, and equipment; knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite. Experience with Tyler Enterprise ERP (MUNIS) is preferred.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County employees and the public; exercise independent judgment and initiative and attention to detail in ensuring proper and timely payments requiring minimal supervision.

Click here for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>