

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounts Payable Supervisor GRADE: 22 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1241 EEO: Professional FLSA: Exempt

Class Definition:

Under direction and within the Department of Finance, manages the Commission's Corporate Accounts Payable unit that reviews invoices and processes purchase order payments, contract payments, travel payments and other types of payments. The work results in provision of accounts payable services to employees, vendors and other parties, Commission-wide. Performs a full range of supervisory functions. The work (as supervisor) results in provision of important accounts payable services for the unit of assignment. Applies knowledge of line management, knowledge of the accounts payable function and of Commission accounts payable policies and procedures altogether to ensure unit work products and services are effective. Performs various types of accounts payable and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization, including external customers, to exchange information, coordinate, obtain agreement, gain compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Assignments are made in terms of functional responsibilities. The incumbent independently plans the work of the unit and ensures it is carried out in conformance with established Commission policies and procedures and accepted customer service practices; keeps the supervisor informed; resolves problems or deviations referred by subordinates or higher management by selecting and applying the appropriate guideline(s); and brings challenging and highly sensitive problems to the supervisor for guidance or resolution. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors. Work is subject to review by management and internal and external auditors.

Examples of Important Duties (Estimated Percentages):

1. Unit/Staff Supervision (±60%)

- Manages the assigned work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounts Payable Supervisor GRADE: 22 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1241 EEO: Professional FLSA: Exempt

2. Quality Assurance/Quality Control/Related (±20%)

- Ensures timely scheduling and processing of payments (vendor payments, employee travel advances and reimbursements, contract project payments, utilities and other types of payment requests) in compliance with guidelines such as, but not limited to, accuracy of account coding and propriety of documentation and authorization; monitors the weekly check run process; resolves problems that arise from processing errors and exceptions in the check run process; initiates, recommends or approves stop payment and re-issue actions, as appropriate; and ensures proper tax withholding and reporting to the Federal government (IRS) or state and local governments.
- Oversees reconciliation of assigned accounts or documents for accuracy and compliance with guidelines and, as needed, prepares or approves journal entries.
- Maintains vendor files, establishes formal procedures for verification and setup of new vendors, proper onboarding forms, and overseeing electronic payment setups.
- Approves or prepares invoice redistribution entries and year-end journal entries, schedules, supplementary information and supporting documents. This work may include compiling and preparing provide-by-client (PBC) information requested by auditors, and responding to inquiries.

3. Other (±20%)

- Stays informed of the accounts payable program area and associated systems, processes and procedures.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to understand wants, needs and concerns of customers, and seeks to obtain agreement, gain compliance or achieve other desired results. This includes ensuring that others understand Commission policies and procedures, identifying problems with vendors and operations staff, and proposing solutions.
- Lead and subject matter expert in implementing, upgrading, testing, training and maintaining systems used for primary accounts payable functions of the Commission. Ensures documentation for subject area is developed and maintained.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, manipulating data, accounting, word processing, reporting time and attendance, requisitioning, researching and performing other functions.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounts Payable Supervisor GRADE: 22 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1241 EEO: Professional FLSA: Exempt

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying, a complete system of bookkeeping and accounting support principles and procedures to the accounts payable function; this includes (a) knowledge of fundamental Generally Accepted Accounting Principles (GAAP) pertinent to accounts payable and (b) knowledge of, and skill in using, accounting tools and systems of the organization, or ability to rapidly acquire/apply this knowledge/skill set.
(2) Knowledge of the accounts payable policies and procedures of the Commission.*
(3) Knowledge of key Commission work programs sufficient to review various accounts payable submissions.*
(4) Knowledge of Commission organization, policies, and procedures (including accounting processes directly related to accounts payable, account codes, funding sources and other accounting-specific information).
- *Typically acquired or fully developed primarily after employment in this job class.*
- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, and (2) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge or skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include developing and implementing short-term work objectives and goals for the unit; solving unit operational and personnel problems; collecting, compiling, preparing, processing and reporting financial data or transactions consistent with generally-accepted accounting support principles and procedures; maintaining databases; reconciling accounting discrepancies; and preparing or approving journal entries.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skill in actively listening to understand wants, needs and concerns of customers and skill in carefully explaining Commission policies and procedures to staff, vendors and operational staff to obtain desired results including agreement or compliance. Examples include examining incoming and outgoing documents (such as invoices and payments) for accuracy and completeness; preparing standardized emails and letters to customers with issue- and customer-specific information included; and reading or drafting procedures.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Accounts Payable Supervisor GRADE: 22 DATE: 8/5/20
SERIES: Corporate Accounting and Finance CODE: 1241 EEO: Professional FLSA: Exempt

- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. High school diploma or Certificate of General Educational Development (GED).
2. Five (5) years of progressively responsible bookkeeping and accounting support experience that includes work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 5 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. Incumbent is subject to interactions with displeased customers. May be subject to various job demands such as a high volume of work and tight deadlines.