

The Maryland-National Capital Park and Planning Commission

TITLE: Accounts Payable Supervisor

GRADE: G CODE: 2130

DATE: 1/13/88

Important Worker Characteristics

- A. Considerable knowledge of (1) accounts payable; (2) bookkeeping; (3) Commission organization;* (4) Commission policies and procedures;* (5) equal employment opportunity; (6) Merit System regulations;* (7) office practices; (8) supervision.
- B. Skill in operation of (1) calculator.
- C. Considerable ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

- 1. High school graduation or GED, which included, or was supplemented by courses in accounting, bookkeeping, or related subjects; or two years of progressively responsible accounting or bookkeeping experience; and
- 2. Three years of progressively responsible accounts payable experience, at least one of which included some supervision of others; or
- 3. An equivalent combination of education and experience.

Working Conditions

Works in office. Considerable pressure to meet deadlines.