

## MANAGER, ACCOUNTS PAYABLE

### **DEFINITION**

The Manager, Accounts Payable will be responsible for overseeing the Accounts Payable (AP) operations for Fred Finch and all related entities including Fred Finch Eunice, Fred Finch CARES, Rising Oaks, Coolidge Court, and Rising Hart.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and guidance from the Assistant Controller and/or Controller or Chief Financial Officer. Exercises direct supervision of Accounts Payable Analyst and/or Accounts Payable Staff Accountant, and Accounts Payable Specialist.

### **CLASS CHARACTERISTICS**

This full managerial-level class is responsible for overseeing the AP functions of the department. This role is responsible for managing a team, ensuring timely and accurate processing of payments, maintaining internal controls, and supporting the agency's financial objectives.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management may add, modify, change, or rescind the work assignments of different positions and make reasonable accommodation so that qualified employees can perform the essential functions of the job.*

- Supervises and trains subordinate staff on accounts payable policies and procedures (account coding and expense classification, sales tax applicability, supporting documentation and approvals, accruals, cost allocation, etc.) to ensure adherence to regulatory, funders and contractual requirements.
- Complies with GAAP, FASB, and regulatory requirements to ensure completeness, accuracy, and timely processing of payments pursuant to the terms and conditions of invoices, contracts, purchase orders, funders' requirements, and Fred Finch (FF) and related-entities policies and procedures to ensure continuity of operations and minimize late fees and penalties resulting from delinquent remittances.
- Manages positive pay banking processes to ensure positive pay files are generated for all payments, payment batches, and payment types (i.e. checks, ACH, wire, etc.), and is uploaded, accepted, and confirmed in relevant banking or financial institution's online banking systems before releasing any checks to departments, payees, or U.S. Postal Service, or other carriers.
- Performs monthly reconciliation of payments issued to bank account balances and financial system ledgers and subledgers, initiate and complete all necessary adjustments and corrections prior to month end financial close to ensure financial reports are accurate, and do not understate or misstate payments or outstanding liabilities.

- Maintains detailed accountings of unpaid liabilities to prevent understatement or material misstatement of accounts payable, and to properly record liabilities on financial statements.
- Manages process to recover overpayments from vendors, suppliers, service providers, contractors, etc. Establishes appropriate accounting entries to record the overpayment as liabilities in financial systems and tracks and manages refunds/repayments.
- Reviews and confirms all expense accounting classifications are accurate and reflective of the products/services purchased, to ensure appropriate expense/cost allocations are recorded, and reported on financial statements.
- Ensures accounting journal entries are created and posted, including supporting documentation, for each payment batch to ensure timely recording in accounting ledgers and subledgers, and to enable accurate cash management projections.
- Manages and ensures monthly and year-end accounting reporting and financial close procedures are completed in accordance with GAAP, FASB, organizational policies and procedures, and auditors and funders requirements. Plans and manages annual IRS 1099 (i.e., 1099-MISC, 1099-NEC, etc.) processes including State and federal filings.
- Develops and maintains AP and Employee Reimbursement Policies & Procedures, and end-to-end accounts payable operations and desk procedures.
- Manages completion of vendor setup and vendor management processes, prior to issuing payments, including obtaining required documentation based on organizational policies, insurance coverage, licenses and certifications, state requirements, and federal verification regulations.
- Plans and coordinates activities as required for Annual Audits and government and funders' audits related to Accounts Payable including gathering files, documentation, approvals and authorizations, expense allocation, ledger entries and expenditure and vendor detailed information.
- Serves as subject matter and systems expert for accounts payable and associated automated systems, check printing and digital signature software and hardware, system workflow approvals, documentation uploads, naming conventions, storage and retrieval, system module updates and testing, and process and desk procedure documentation.
- Manages AP and Employee Reimbursement modules across financial systems to ensure expense classifications and cost allocations are aligned with overall accounting structures and hierarchies, cash management strategies and priorities, and funders allowability.
- Serves as the Custodian of Records for Accounts Payable records and ensures the records are maintained for seven (7) years or modified based on legal, audit, or regulatory requirements.
- Provide excellent customer service; communicate, coordinate, and resolve payment issues with vendors and other stakeholders.
- Utilizes systems, data, and analytics tools to develop and generate accounts payable financial reports including expenditure projection and utilization trend reports, expense classification and cost allocation reports, and vendor management reports by commodity, service, and vendor categories. Assesses the performance of accounts payable workflows, opportunities for process improvement, and ensures compliance with internal controls procedures.
- Performs other assigned related duties.

## **QUALIFICATIONS**

Knowledge of:

- Accounting and financial principles.
- Generally Accepted Accounting Principles (GAAP).
- Accounts payable processes and systems.
- Internal controls and compliance.
- Regulatory requirements.
- Accounting and financial systems and technology.
- Vendor management.
- Analytical and reporting skills.
- Leadership and team management skills.
- Analytical and problem-solving abilities.
- English language grammar, spelling, and punctuation.

Ability to:

- Advocate for process improvement, transparency, teamwork, and maintain high quality outcomes and results across the unit.
- Interact with staff at various levels across the organization, deliver exceptional customer service for internal and external customers, manage projects, develop and maintain policies and procedures, and ensure financial systems integrity.
- Lead a functional area of responsibility, manage, coach, and train team members.
- Manage multiple priorities under tight deadlines.
- Communicate effectively in writing and verbally; utilizes active listening.
- Present information and ideas clearly and concisely, adapting to the audience.
- Perform assigned activities using Word, Outlook, Excel, and other Microsoft Office tools.

## **Education and Experience:**

### **Education**

- Bachelor's degree in accounting, finance, or related field, or B.A./B.S. in other area of study, plus a minimum of 18 semester units in accounting.

Experience:

- A minimum of four (4) years of experience in accounts payable, expense reimbursement or claims management, with at least two (2) years in a supervisory/managerial role.
- Verifiable two (2) years of experience as lead or primary responsible for automated accounting systems, reconciliation of bank accounts to accounting ledgers and subledgers for accounts payable, expense reimbursement or claims management.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work

areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodation will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

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I have read and understand the duties and responsibilities of my position as a Manager, Accounts Payable. I understand that this job description should in no way be construed as a contract for employment, but rather it is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodation to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_