

CONTRACT PAYMENTS SUPERVISOR

DEFINITION

Plans, organizes, and supervises the activities of the Contract Payments Unit. Supervises and participates in reviewing and processing payments for District contracts for goods and services, legal settlements, and real estate acquisitions.

TYPICAL DUTIES

Supervises technical-clerical employees within the Contract Payments Unit in the processing of payments for goods and services under a District contract, processing of payments for legal settlements, or for real estate acquisitions.

Reviews documents submitted for payment of legal settlements, determining amounts to which claimants are entitled, determining if there are applicable stop notices that will affect the payment amounts, and determining if the designated funds are available or have sufficient balance to pay the settlements.

Reviews all documentation required for payment transactions, including, but not limited to, invoices, contract documents, legal settlements, stop notices and release of stop notices, proof of encumbrances, Board Reports, real estate documents, such as California Environmental Quality Act (CEQA) and other environmental documents.

Responds and resolves payment issues for vendors and District personnel.

Monitors all fiscal activity related to District contracts including encumbrances, payments, stop notices, withholds, retentions, and settlements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Payments Supervisor supervises and participates in the review of contracts, legal settlements and real estate documents as required for processing a payment.

A Supervising Accountant performs difficult accounting duties; supervises one or more small units engaged in accounting, payroll, and related duties; and may assist in planning, coordinating, and supervising the activities of an accounting or payroll section.

An Intermediate Accountant applies knowledge of the District accounting system and procedures in the maintenance of records and processing of accounting transactions in a specialized function or unit and supervises one or more small accounting units.

SUPERVISION

General supervision is received from a Head Accountant. General supervision is exercised over a group of technical-clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Accounting theory, practice, and procedures, with emphasis on governmental accounting

Budgeting and accounting systems of the District

Legal requirements and District policies on contracts, legal settlements and real estate acquisitions

Organization and functions of the administrative divisions and major branches of the District

Basic capabilities of computers.
Office methods, organization, and procedures
Principles of supervision

Ability to:

Analyze and interpret legal requirements, contract documents, internal policies and procedures, legal settlements, and real estate documents as related to the processing of District contract payments
Understand and interpret regulations and policies
Supervise employees including training, and evaluating performance
Use applications such as Microsoft Word, Excel and Outlook
Make accurate calculations and review calculations made by others
Deal tactfully with District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, including or supplemented by the completion of 15 semester units or the equivalent quarter units in accounting. Professional-level accounting experience, beyond that required, may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of 15 semester units in accounting, and the requirement of a high school diploma or equivalent, is met.

Experience:

Two years of supervisory professional-level accounting experience. Experience with automated accounting systems is preferable.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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