

## DIRECTOR OF ACCOUNTS PAYABLE

### DEFINITION

Plans, organizes, directs, and controls the activities of the Accounts Payable Branch with responsibility for payments of all non-salary district obligations, employee reimbursements, and miscellaneous payments.

### TYPICAL DUTIES

Directs the operations of and provides oversight for the Accounts Payable Branch to ensure the accurate and timely payments of all non-salary obligations, employee reimbursements, and miscellaneous payments in compliance with established laws, rules, policies, practices, and procedures.

Directs and oversees vendor payment disbursement services in coordination with the Los Angeles County Office of Education to ensure vendor payments are processed timely and accurately.

Directs, manages, and oversees district-wide purchase order encumbrances in coordination with the Procurement Services Division.

Directs the tracking of expiring grants to support schools and sites.

Oversees the District's Imprest Fund Accounts.

Develops, reviews, approves, and recommends regulations, policies, and procedures related to branch activities.

Analyzes and reviews analyses of new legislation, collective bargaining contracts, legal opinions, and legal decisions that may affect branch activities and recommends modification, support, or opposition.

Reviews and makes recommendations regarding proposed changes in regulations, policies, procedures, and organizational structure that may affect branch activities.

Responds to internal and external audit findings regarding payment transactions and proposes necessary operational adjustments and controls when appropriate

Acts as liaison with other divisions, the Los Angeles County Office of Education, and other governmental agencies.

Confers with attorneys and reviews documents, analyzes bids and selects contracted consultants, negotiates, makes recommendations, and implements the necessary programs for the Division.

Reviews and approves budget requests by subordinates and prepares a budget request for the branch.

Reviews and approves branch personnel transactions.

Reviews, approves, and presents reports to the Board of Education and other major reports and communications originating in the branch.

Participates in the development and implementation of Division policies, procedures, and programs.

May act for the Division Administrator in the event of absence and in the exercise of delegated authority.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Accounts Payable manages the Accounts Payable branch of the Accounting and Disbursements Division with responsibility for payments of non-salary obligations, employee reimbursements, and miscellaneous payments.

The Deputy Controller assists in the administration of the Accounting and Disbursement Division, participates in the planning and organizing of Division functions, and acts for the Controller as required.

A Head Accountant is the administrative head of a specialized section engaged in accounting and related activities such as reporting fiscal data directly related to legislation, budget, cost, and financial forecasting. The class is characterized by administrative responsibility for planning, scheduling, and coordinating day-to-day activities of a large number of professional, technical, and clerical employees.

## SUPERVISION

Administrative direction is received from a Deputy Controller. General direction is exercised over managers and technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Theory and practice of business organization management and school district financial management including, practices and principles of vendor payment disbursements, governmental and tax accounting; program budgeting and accounting; budgetary control; and financial reporting

Legal bases and sources of finance of California public education

Principles of personnel management and development

Provisions of the Education Code and city, county, State, and federal laws, rules and regulations affecting public school accounting and financial activities

Integrated computer information systems and methods applicable to a wide variety of accounting and related financial systems, including school and central budgets, payroll, personnel, position control, benefits, accounts payable, job cost, student body accounting, capital projects, fixed assets, and procurement

Documentation methodologies for disbursement procedures and processes

Research, statistical, and analytic techniques

### Ability to:

Direct and coordinate diversified activities through lower-level managers

Evaluate procedures and problems and develop and install improvements

Analyze laws, rules, and accounting and financial data and documents

Prepare clear, concise, and effective reports, letters, and other documents

Conduct and participate in meetings and conferences

Make clear and effective oral presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, business administration, management, finance, economics, public administration, auditing, school finance, or a related field.

### Experience:

Five years of experience above the professional entry level in management, accounting, process documentation and review, internal control activities, analysis of financial activities, or auditing activities, including two years in managing professional accounting, finance or auditing employees.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 change typical duties of a position at any time.

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