

Polk County Sheriff's Office Job Description

1716 Accounts Payable Supervisor

April 1, 1998, Revised October 1, 2009

Position Concept:

The Accounts Payable Supervisor maintains responsibility for the Accounts Payable Unit within the Polk County Sheriff's Office. The member performs operations and supervisory duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Accounts Payable Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Organize disbursement account checks
- Update 1099 quarterly report
- Produce vendor payments
- Maintain accounts payable reports
- Perform voucher review
- Supervise Accounts Payable Unit
- Train Accounting Clerks
- Complete member evaluations
- Review completed field purchase orders
- Review 117 training request forms
- Complete performance reports
- Review open purchase order reports
- Balance vouchers payable
- Conduct special research projects

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour *CJSTC approved Line Supervision course or equivalent
- Additional course work or training in accounting or bookkeeping is preferred

Professional Experience:

- Two (2) years experience in Polk County Sheriff's Office Fiscal Service Division required
- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors
- Demonstrated experience with rapid numeric computer entry

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal to high stress levels

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Accounts Payable
- Internal controls
- 1099 Requirements
- Chart of accounts
- Field purchase order guidelines
- Finance system software
- Resources
- Travel advancement procedures
- Florida State Statutes 119

Ability to:

- Read and write English
- Operate a calculator

Skills:

- Supervisory
- Accounting
- Basic mathematical
- Interpersonal
- Organizational
- Computer
- Analytical
- Keyboarding
- Decision-making

Physical Requirements:

- Sit for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- No dyslexia
- Walk
- Squat
- Lift 30 lbs.

For additional information on this position refer to the Job Task Analysis.