



## Yuma County

### Invites applications for the position of: Accounts Payable Supervisor

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**SALARY: \$28.83 - \$36.25/hr.**

**OPENING DATE: 9/13/21**

**CLOSING DATE: Continuous**

*This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.*

#### **NATURE OF WORK**

Under limited supervision, performs professional and technical public sector accounting work of considerable difficulty; supervises professional and paraprofessional accounting staff; this position has county wide responsibility.

#### **EXAMPLE OF WORK:**

*(Illustrative Only)* Oversees and manages the Procurement Card (P-card) program; analyzes current Account Payable (AP) processes and make adjustments to improve efficiency of the workflow; responsible for the Account Payable (AP) payment processes; ensures accurate and completion of check run and procurement card payments; supervises, trains and evaluates accounting staff; develops and conducts Applications trainings to internal and external staff; responsible for the Public Records requests; complies, analyzes, and prepares reports (eg. Utility forecasting, cost allocation and monthly outstanding warrant); provides assistance to County departments with various inquires ranging invoices and warrant status reports; assists County departments with credit applications to establish new vendor credit accounts; recommends, develops, implements and maintains the accounting software Oracle systems upgrades which includes the implementation of additional payment alternatives (electronic payments); produces various complex accounting reports and reviews accounting records for accuracy; develops, implements, and monitors new or revised operating procedures, manuals, and department policies and procedures as directed; responsible for the 1099 MISC reporting with IRS and resolve any errors or notifications; assists with any corrections and adjustments to vendor profiles to allow for proper reporting; responds to concerns or issues with vendors pertaining to payment disbursements; develops, analyzes, implements and monitors the policies and procedures of County Travel, Procurement Card, and Purchasing; assists with void and reissue payments as needed; assists with the State of AZ Use Tax license renewals, report amendments, use tax calculations and payments; organizes and produces various complex accounting reports, and financial statements including, but not limited to, preparation of general purpose financial statements for the Board of Supervisors, County Administrator and other parties; reviews accounting records for accuracy; researches, gathers and assists in the preparation of the County's Comprehensive Annual Financial Report (CAFR); may represent department or section, including attendance at Board of Supervisors meetings; maintains high standards of confidentiality; regular and reliable attendance is required; performs other duties as assigned.

## **EXPERIENCE AND EDUCATION:**

Bachelor's Degree in accounting or related field; five (5) years of experience in governmental accounting; three (3) years supervisory experience. Preferred Qualifications: Certified Purchasing Card Professional, CPA and/or Account Payable (AP) certification; OR an equivalent combination of education and experience; requires successful completion of a background check.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of County policies and procedures; General Accepted Accounting Principles (GAAP); IRS and state publications related to 1099 reporting, filing requirements and deadlines; Unified Manual of Accounting for Arizona Counties (UMAC); state of AZ Use Tax reporting; Governmental Accounting Standards Board (GASB); Federal and state regulations; County's Comprehensive Annual Financial Report (CAFR).

Skill in tax rate calculation; auditing and internal control procedures; supervisory practices and skills; using automated accounting systems and applicable software; maintaining efficiency of logical and physical workflow; strong organizational and able to work independently.

Ability to communicate effectively verbally and in writing; plan, organize, direct professional staff; follow written and verbal instructions; use modern office equipment and computer.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. Working at a computer monitor for extended periods required. The job is performed under minimal temperature variations and in a generally hazard free environment.

## **EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>

198 S. Main St  
Yuma, AZ 85364  
928-373-1013

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