



JOB SPECIFICATION
DISBURSEMENTS SUPERVISOR

Code 12420
Grade GS 51

General Purpose

Under general supervision, supervise the payment of vendors in a timely and accurate manner while optimizing cash flow and discounts taken.

Typical Duties:

Perform and oversee disbursement duties related to accounts payable. Involves: Establish work priorities, workflow, monitor work progress, review and evaluate service delivery methods and systems including administrative and control systems, and ensure administrative, accounting and audit requirements are satisfied. Maintain accurate records, receive documents, check for accuracy and process for timely payment and discount calculation. Research and resolve payment disputes. Perform data entry in the financial management system; develop and maintain spreadsheets to track vendor/cost center payments or other financial activity. Monitor approval of expenditures through approval of requisitions and procurement card transactions. Maintain vendor database and related records, generate invoices for payment, verify payment and posting of accounts, monitor delinquent account activity. Reconcile accounts.

Supervise accounting support employees. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform related duties as required. Involves: Perform duties of supervisor, coworkers or subordinates if necessary to ensure continuity of operations during absences. Ensure that payroll is processed in a timely manner.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of generally accepted accounting principles and practices including double entry bookkeeping.
- Application of good knowledge of supervisory techniques.
- Application of some knowledge of modern office management principles and practices.
- Research and interpret accounts payable and payroll records to identify, analyze and extract pertinent data to resolve problems and produce periodic reports.
- Attention to detail and established deadlines; perform routine calculations such as percentages and discounts; prepare and maintain detailed records in an automated environment.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.
- Clear, concise oral and written communication.
- Safely operate common office equipment, personal computer and related applications such as word processing, spreadsheet and database programs.



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Other Job Characteristics

- May sit for extended periods.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years of accounting clerical work involving accounts payable and/or payroll.

Licenses and Certificates: None.