



## **Job Classification Description**

**ACCOUNTS PAYABLE SUPERVISOR/VTC  
VSC UP – PAT Bargaining Unit**

**Grade 10  
Non-Exempt**

### **BASIC FUNCTION**

To manage and coordinate VTC accounts payable functions within the College Business Office.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Manage, coordinate, and monitor daily accounts payable operations for VTC and satellite programs. Play a key role in developing and modifying payable systems, procedures and policies.
- Monitor all payable activities regularly through the VTC computerized Accounting system and for internal not-automated processes. Ensure adherence to established accounting procedures. Review and approve major or unusual transactions or reports. Deal with a variety of problems that arise on a daily basis.
- Assist budget and account managers with reconciling their accounts; notify managers of account number changes and research discrepancies; assure all daily transactions are completed. Proof and approve all transactions; prepare invoices for payment. Enter data, proof, approve and set up to process checks.
- Oversee functions for a large number of college and satellite payable accounts; create special reports, prepare and encumber blanket purchase

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- Confer regularly with supervisor, other business office staff, and VTC program staff and regional directors to plan, coordinate and evaluate systems/activities/
- policies, exchange information, investigate and resolve problems, explain policies and procedures, and the like.
- Deal regularly with a variety of outside organizations on matters pertaining to accounts payable, including vendors, banks, VSC and State of Vermont office, VTC offices and the like.

**SUPERVISION RECEIVED**

General supervision is received from the Assistant Business Manager.

**MINIMUM QUALIFICATIONS**

Associates or bachelors degree in accounting or other appropriate discipline plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to maintaining moderately complex manual and computerized record systems.
- Relevant technical knowledge of accounting and bookkeeping principles and methods; prior accounts payable experience desirable.
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