

ACCOUNTS PAYABLE SUPERVISOR – TEMPORARY POSITION

Library 21c | Non-Exempt
40 hours per week | Full time

Date Posted	April 17, 2024
Location	1175 Chapel Hills Dr., Colorado Springs, CO 80920
Starting Wage	\$ 22.83 per hour - \$28.52 per hour+ full benefits (for benefits information, please see: http://ppld.org/jobs/benefits)
Position Hours	40 hours per week Monday – Friday : 8 a.m. – 5 p.m.

****This position is a temporary replacement for a current, permanent staff member during their absence from approximately 04/29/2024 to 10/31/2024. If this position should become vacant, then the temporary staff member would need to re-apply for the permanent position. This temporary position is not eligible for any benefits.**

Note: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Procedure for application:

1. Complete a PPLD online application located at ppld.org/careers on the Application tab. If it is an internal only job posting, please log in to ESS to fill the application.
2. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until **May 07, 2024, at 9:59 p.m. MDT.**

Position Summary: The Accounts Payable Supervisor will oversee an accounts payable team, direct the processing of invoices and payments, and manage accounts payable relationships with district vendors. This position will also spend a percentage of time processing invoices and payments.

Essential Functions:

Disclaimer: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Develop and manage annual vendor portal enrollment for processing to include email blasts, portal training, ACH payment setup, ensure updating on all vendor information in the system on an annual basis.
- Identify all bottlenecks within the accounts payable process. Develop and maintain process improvements as needed.
- Supervise, and coach accounts payable personnel.
- Ensure proper maintenance, filing, and storage of records in case of audits. Ensures proper recordkeeping of purchases for use in tax preparation and periodic audits.
- Participates in annual training and latest development in Accounts Payable process. Develops guidelines for instructing managers as to proper handling of coding for invoices. Develops guidelines for proper handling and coding of invoices to maintain general ledger expense accounts reporting.
- Develop, manage, and maintain accounts payable reporting to include accounts payable aging and accounts payable accountability report to monitor accounts payable practices for effectiveness, accuracy, and timelines of payment. Reconciles to the GL and report finding to Controller.
- Oversees reports regarding cash flow; ensures correct payments are made in a timely manner.
- Analyzes expense reports and other invoices for accuracy, approved documents for processing and eligibility for payment.
- Ensures employer identification numbers or social security numbers have been collected from all vendors for the payables clerk to prepare and submit 1099s. Process and manager the yearly reporting of 1099s for the district.
- Develops and manages standardization of vendor naming, numbering, general ledger coding, and assignment to classes of vendors to aid in streamlining the entry process.
- Develop and maintain expense account reporting via ERP system i.e. employee reimbursement module, to provide information to directors.
- Communicates with vendors as needed to resolve payment issues.
- Will be a working supervisor assisting AP personnel in timely invoice entry.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Ability to maintain confidentiality with accounts payable and other finance related activities.
- Participates in special projects as assigned.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies, procedures, and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates knowledge of basic accounting principles, processes, and applications.
- Demonstrates effective verbal and written communication skills.

- Demonstrates ability to use fully integrated automated financial systems, Microsoft Office products, and standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires an Associate's degree in accounting or business administration, with three years of experience in an accounting office; OR five years of accounting experience.
2. Two years or more experience in a managerial or supervisory capacity preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to lift up to 25 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

Conditions of Employment: All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.