



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ACCOUNTS PAYABLE TEAM MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer – Controller Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 059 <b>Job #:</b> TM085
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### JOB SUMMARY

Responsible for the overall management of accounts payable staff and quality assurance of the data in Oracle AP Imaging, Travel Expense Reimbursement and Oracle Payables systems. This includes ensuring vendors and employees are paid/reimbursed accurately and timely; that all sales and use tax are calculated correctly and remitted timely to the proper taxing authorities. Oversees the implementation or upgrade of technology solutions related to accounts payable.

### OVERSIGHT

**Supervision Received:** Receives direction from a Unit, Section, the Controller, Group Manager or Assistant General Manager/Chief Financial Officer.

**Supervision Given:** Manages and supervises a staff of professionals and paraprofessionals.

### JOB DUTIES – General

1. Supervises staff including directing, assigning, and monitoring work, coaching, mentoring, addressing personnel issues, providing motivation, discipline, and guidance; determines Team and/or project priorities and aligns work load with available resources; reviews work for thoroughness, adherence to applicable standards, policy, and accuracy; ensures the team provides reliable service to customers; and monitors projects and staff to ensure compliance with regulatory requirements, and adherence to safe work practices and policies.
2. Assesses staff performance and competencies, and completes employee performance evaluations; develops and trains employees in applicable techniques and methodologies; partners with HR to administer and track training plans for skills and professional development, and enhancement of the team's members; provides cross-training opportunities as appropriate, and develops team succession plans; ensures staff completion of mandatory and recommended training including regulatory compliance and safety training. Takes an active role in developing a safe work environment and promoting the safety of self and others by implementing safety training, monitoring employee adherence, and promptly evaluating and implementing safety recommendations.
3. Provides general administration of the team including establishing and tracking organizational goals and objectives; determines and implements strategic priorities; provides input regarding policies and procedures; development of team vision, standards for customer support, service plans and priorities; develops and approves team, project, and work schedules and leave requests, and analyzes and reviews team activities and prepares various reports; reviews and approves time, reimbursement requests, and purchases.
4. Develops and monitors team, project, and equipment budgets to ensure the most efficient use of resources; prepares cost estimates and oversees the requisitioning of materials, equipment, and supplies necessary to meet organization goals and objectives; assures adequate supply of inventories; assures adherence to established guidelines and accurate and timely reporting and

accounting, and tracking and control of budgetary information; evaluates resource needs and prepares staffing, equipment, and consulting requests; prepares, reviews and/or approves purchases, purchase and vendor service requisitions, and contract documents.

5. Meets with internal and external customers to coordinate work on projects and initiatives; initiates and supervises staff activities; collaborates with other managers and staff to ensure reliable, cost-effective, and safe operations; provides accurate, timely and thorough communication to other members of the management team on issues relating to team responsibilities, standards, and compliance.

### **Job Duties – Specific to this Position**

1. Manages accounts payable staff ensuring policies and procedures are implemented to maintain data integrity in systems such as Oracle AP Imaging, Travel Expense Reimbursement, and Oracle Payables.
2. Supervises the daily accounts payable activities to ensure that vendors and contractors receive accurate and timely payments; and employees receive accurate and timely payments of reimbursable expenses.
3. Review and approve major contracts and retention invoices for payment.
4. Reviews aging reports to expedite approval of past due invoices and take advantage of available discounts; reconciles accounts payable to the general ledger; prepares travel expense management exception reports; reviews for duplicate travel expense reimbursements and ensures that travel prepayments are matched to an approved travel expense report.
5. Serves as technical expert and provides guidance on sales and use tax issues to ensure accurate calculation and reporting and timely payment to the California Department of Tax and Fees Administration.
6. Plans and schedules year-end accounts payable closing and oversees the issuance of Internal Revenue Service Form 1099's for Metropolitan and other Trust entities; and transmittal of electronic file to federal and state agencies.
7. Plans and directs accounts payable, AP Imaging and travel expense system upgrades.
8. Provides input on the development and revision of related Metropolitan policies and procedures, including the Travel Guide.
9. Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A bachelor's degree in finance, accounting, business or related field from an accredited college or university and eight years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity or an advanced degree in finance, accounting, business or related field from an accredited college or university and six years of

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increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Basic accounting and accounts payable processes, including sales and use tax filing requirements; and supervisory concepts and techniques to direct, lead, mentor, coach, motivate, evaluate, and reward employees; and team building.

**Required Skill and Abilities to:** Analyze and evaluate data for use in analyses; organize, evaluate, and present information effectively; interpret laws, rules, and regulations relative to the team; organize and coordinate the work of others; communicate openly and effectively both orally and in writing; manage projects and resources; determine training needs of staff; exercise judgment and discretion and empower and support staff.

### **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- A Valid California Class C Driver License that allows driving during the course of employment

### **DESIRABLE QUALIFICATIONS**

A Certified Public Accountant license issued by the California Board of Accountancy

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements

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