

## **ASSISTANT CHIEF, ACCOUNTS PAYABLE**

### DEFINITION:

This is a supervisory administrative position auditing various accounting documents to verify accuracy and legality of accounts and to ensure that funds are properly expended.

Work is performed under the direction of the Chief, Accounts Payable and is reviewed through discussions and conferences.

### DUTIES (NOT ALL INCLUSIVE):

Logs in accounting documents (MDV's, MED's, ACE's, Vouchers for Adjustment and Statement of Remittances) in record book by vendor's names, document type, login date, log-out date, amount and department).

Classifies contracts, bids, and other documents according to straight payments, purchase order payments and vouchers to be encumbered.

Accesses FMS log to determine status of budget and fund control accounts.

Reviews requisitions or straight payments for services and supplies purchased, verifies signature of receiving report, determines amounts to be paid and processes pay documents.

Batches documents in groups, totals batches, prepares batch control record and posts data into FMS and processes checks.

Audits MED's and ACE's, makes necessary adjustments, posts data to FMS and creates a file for tracking the record.

Maintains liquidation records in files to include amounts encumbered, monies used and balances.

Prepares audit memos to correct errors made by departments.

Processes advance payments as requested by departments.

Researches, audits and processes adjustment vouchers.

Supervises staff and activities of the unit in the absence of the Chief, Accounts Payable.

Performs other related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Government Accounting Manual as it relates to budgetary and fund accounting procedures for processing fiscal transactions.

Knowledge of the laws, rules and regulations relating to local and federal accounting procedures and requirements.

Knowledge of accounting theory, principles and practices, and their relationship to various complex fiscal transactions.

Knowledge of the V.I. Code as it relates to accounting and contracts.

Knowledge of the FMS, computers and computer operations.

Ability to communicate with co-workers, vendors and the general public.

Ability to read understand and follow instructions.

Ability to read, understand and interpret legal documents.

Ability to perform accurate arithmetic computations.

Ability to establish and maintain effective working relationships with co-workers and all others contacted during the course of work.

Ability to prepare financial and activity reports.

Skill in the operation of computers.

SUPERVISORY CONTROLS:

The employee works under the general supervision of Chief, Accounts Payable, and is allowed to perform independently. Work is reviewed for conformity and adherence to policies and procedures.

GUIDELINES:

The guidelines used are V.I. Accounting Manual, V.I. Code, Legislative Acts as they relate to accounting, departmental policies, rules and regulations.

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COMPLEXITY:

The work consists of the execution of complex financial transactions to ensure the correctness and legality of accounts and the proper expenditure of funds.

SCOPE AND EFFECT:

The scope of the position is the analysis of financial information to establish the funding of accounts to ensure that payments are made correctly and timely.

PERSONAL CONTACTS:

Personal contacts are with the supervisor, co-workers, vendors, other government agencies.

PURPOSE OF CONTACTS:

The purpose of the contacts is the receipt of information to process priority documents, to exchange information relative to the status of pay documents, to correct errors and make adjustment to documents.

PHYSICAL DEMANDS:

Work requires light physical effort and moderate stamina.

WORK ENVIRONMENT:

Work is performed in an air-conditioned office with disagreeable conditions.

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MINIMUM QUALIFICATIONS:

Bachelor of Arts Degree in Accounting or Business Administration including fifteen credits in accounting and one (1) year responsible experience in governmental or commercial accounting;

OR:

High School Diploma or its equivalent and five (5) years experience in the position of Voucher Examiner or its equivalent, with two (2) years of supervisory experience and no less than fifteen (15) credits in accounting.

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DIRECTOR

SA/DOF