

SENIOR ACCOUNTS PAYABLE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising, coordinating, organizing and performing difficult account keeping procedures to ensure the efficient and continued workflow of financial operations of a municipal corporation. Work is performed under general supervision in accordance with outlined policies and procedures. Employees in this class will frequently exercise independent judgment in planning and carrying out more responsible and complex functions. Supervision is exercised over the work of subordinate staff functioning at either the entry or above entry account clerical level.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, assigns, reviews and assists in the maintaining and checking of a wide variety of financial records and reports and instructs subordinates in the specialized details of this work;

Assists in reviewing, developing, implementing and maintaining accounting policies and procedures to insure efficient internal control;

Supervises the training of subordinates on department policies and procedures;

Plans, prioritizes, assigns and oversees the work of subordinates in the Audit and Control Department, with the exception of the County Auditor and Staff Auditor;

Assists in personnel matters and conducts staff performance appraisals;

Audits and approves claims for all departments in the County, including, but not limited to, Adult Care Center, Division of Family Services, Public Works and Risk Management Departments;

Assists in County budget preparation process;

Assists in the final preparation of written reports issued by department;

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Assists and approves claims for Capital projects and monitors overall expenditures;

Revises, systematizes and installs auditing methods and procedures;

Reviews vouchers and claims to determine that all necessary information is correctly and accurately supplied, computations are accurate and that claimed expenses have not been previously paid;

Researches laws and regulations to determine legality of claims;

Assigns voucher numbers or other numerical codes to identify vendors, specific claims, invoices, etc.;

Composes vouchers for certified claims that have been submitted for payment;

Maintains audit manual and database of invoicing methods for the department;

Analyzes County contracts as it pertains to legislative authority and payment methodology and alerts proper personnel regarding any discrepancies or necessary changes in the contracts;

Maintains a contract database system for both internal purposes and public view;

Uses computer applications or other automated systems such as spreadsheet, word processing, calendar, e-mail and database software in performing work assignments; and

Serves as backup to the County Auditor in their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern principles and practices of governmental accounting and auditing; thorough knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; good knowledge of automated accounting systems used in maintaining financial records; good knowledge of principles and procedures involved in substantiating or examining transactions and financial statements; ability to critically evaluate

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financial and other business records and detect irregularities; ability to make arithmetic computations quickly and accurately; ability to plan, assign and supervise the work of subordinates; ability to prepare correspondence and reports; ability to effectively use computer applications, such as spreadsheet, word processing and database software; ability to establish and maintain effective working relationships; high degree of accuracy; mental alertness; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Accounting, Business or a related field and five (5) years' experience in the compilation and maintenance of financial accounts/auditing procedures; or
- (B) Graduation from high school or possession of an equivalency diploma and eight (8) years' experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated:12/16/2021

Jurisdictional Class: Competitive

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NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 12/16/2021

Revised and Replaced in Classplan: 3/10/2023

Revised and Replaced in Classplan: 5/14/2025 (Edu)