

Accounts Payable Supervisor

Position Details

Class Code: 2027

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides technical oversight in the processing of accounts payable documents.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares, processes, and maintains invoices, direct vouchers, and travel documentation.
2. Researches, verifies, and calculates statistical information for accounting and financial records and reports.
3. Serves as a staff resource when communicating with Clark County School District (CCSD) employees, parents/guardians, and vendors to resolve discrepancies and ensure follow-up on corrections.
4. Prepares forms and correspondence for use by the accounts payable section.
5. Provides training to accounts payable personnel.
6. Schedules and oversees the work of assigned staff.
7. Oversees the daily verification, posting, and timely payment of invoices, and approves payments exceeding established limits.

8. Monitors source documents and computer-generated reports for accounts payable activities, ensuring the accuracy and completeness of all processing actions.
 9. Researches, identifies, and resolves discrepancies or inconsistencies in source documentation.
 10. Communicates with schools, departments, and vendors regarding CCSD policies/regulations, and accounts payable procedures to facilitate transaction completion.
 11. Provides input for the performance evaluation of assigned staff.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises staff and performs tasks supporting the processing, timely payment, and posting of supplier invoices, check requests, and other approved bills. Prepares entries and reconciles accounts payable activities for the general ledger.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of accounts payable practices and procedures.
2. Knowledge of data processing, generally accepted accounting principles (GAAP), and CCSD policies and regulations related to accounts payable.
3. Knowledge of personnel practices, procedures, and techniques.
4. Ability to learn computer software applications and data entry procedures.
5. Ability to perform mathematical and statistical analyses.
6. Ability to use a 10-key adding machine or calculator by touch.
7. Ability to concentrate on details and maintain accuracy.
8. Ability to research and analyze statistical data.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to meet predetermined deadlines.
11. Ability to supervise, train, and evaluate assigned staff.
12. Ability to plan, organize, and prioritize work.
13. Ability to maintain confidentiality of information and an ethical attitude.
14. Ability to judge when to act independently and when to refer situations to an administrator.
15. Ability to work flexible hours and shifts.

16. Ability to work cooperatively with CCSD staff, vendors, and the public.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Five (5) years' accounts payable experience; or,
Four (4) years' accounts payable experience and 15 credits from an accredited college or university in accounting coursework; or,
Associate's degree from an accredited college or university in finance, accounting, or business with coursework in accounting, and two (2) years' accounts payable experience.

Licenses and Certifications

None specified.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/28/25
- Created: 07/01/88