



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ACCOUNTS PAYABLE ADMINISTRATOR

<b>Group-Section:</b> Chief Financial Officer - Controller	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 053 <b>Job #:</b> Z27
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### JOB SUMMARY

Supervises the daily accounts payable activities to ensure accurate and timely payments of invoices and reimbursable expenses.

### OVERSIGHT

Receives direction from Team, Unit, Section, or Assistant General Manager/Chief Financial Officer.

### JOB DUTIES

1. 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.
2. 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.
3. Plans and schedules year-end accounts payable closing and issues Internal Revenue Service Form 1099's and transmits electronic file to federal and state agencies.
4. Plans and directs accounts payable and travel expense system upgrades.
5. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness, adherence to policies and procedures, quality standards and accuracy of results; reviews and approves time, reimbursement requests and purchases.
6. Performs other related duties as required.

### EMPLOYMENT STANDARDS

#### MINIMUM QUALIFICATIONS

#### Education and Experience:

A high school diploma or general education development test (GED) and fourteen years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity;

**OR**

An associate's degree from an accredited college or university and ten years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity;

**OR**

A bachelor's degree 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 from an accredited college or university and six years of 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; and supervisory methods and techniques to direct, lead, mentor, coach, motivate, evaluate, and reward employees.

**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; and empower and support staff.

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

- A Valid California Class C Driver License

#### **DESIRABLE QUALIFICATIONS**

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

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

*Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.*

**Physical Demands:** Light

**Work Environment:** Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.