

## JOB DESCRIPTION

<b>Title</b>	Accounts Payable Supervisor
<b>Institute/Department</b>	Finance Department
<b>Stream</b>	Support Services
<b>Reports to</b>	Principal Financial Accountant
<b>Location/Campus</b>	Kukum Campus

### **Summary**

The Accounts Payable Supervisor must ensure payments are properly authorised, delivered, documented, and filed, make sure valuable items such as cash and cheques are properly kept in secure storage, and ensure all procurements comply with financial and procurement policies and procedures. Manage and mentor the payable team, and provide advice to finance department management on matters relating to accounts payable.

### **Roles and responsibilities**

#### **Administration and Finance**

- Issue regular reports regarding cash requirements to meet accounts payable; ensure authorized payments are made promptly.
- Develop guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records.
- Analyzes expense reports and other invoices for accuracy and eligibility for payment.
- Verify payments by reviewing supporting documents and vouchers.
- Reconciles accounts payable total and general ledger with other applicable records including the reconciling of the subsidiary ledger.
- Undertake supplier statement reconciliation.
- Ensure proper record keeping of purchases for use in tax preparation and periodic audits.
- Ensure proper maintenance, filing, and storage of records for audits and other purposes.
- Liaise with suppliers, external stakeholders, and internal stakeholders regarding payments and accounts payable.
- Produce regular reports on accounts payable.
- Other duties as directed from time to time.

### **Dimensions Problem solving and impact**

- To contribute to decisions, that have an impact on other related financial activities in the division

### **Resource management**

- To provide appropriate quarterly/monthly reporting.
- To advise the Finance Director of any outstanding payments.

### **Working Environment**

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work across divisions and functions in the resolution of financial issues.

**Measures of Effectiveness**

- Ensure that monthly Liability report is produced.
- Ensure monthly supplier reconciliation report is produced.
- Ensure Accounts Payable sub-ledger and General Ledger control accounts are reconciled monthly.

**General Responsibilities**

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues.
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment.

**Decision Making Authority**

- Provide advice to the Principal Accountant on Financial reports.

**Minimum Qualification Requirement:**

- Must have a Bachelor of Commerce in Accounting with a minimum of three years of working experience in accounts payable or a Diploma in Finance/Accounting with at least five years' experience

**Knowledge, Skills, and Experience:****Essential:**

- Minimum of three years working experience in accounts payable
- Be computer literate in Microsoft Office products and accounting systems.
- Have the ability to work under pressure environment and to meet deadlines.
- Have a good command of both oral and written communication skills
- Have good office organizational management and administrative skills

**Desirable:**

- Willingness to work after hours, if required.
- Experience in collaboration with University and industry colleagues.
- Have experience in the supervision of staff.

**Terms and Conditions**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.