

**CLERK OF COURTS & COMPTROLLER**  
**Brevard County, Florida**

**ACCOUNTS PAYABLE SUPERVISOR**

Job Title: Accounts Payable Supervisor  
Brevard Clerk of Court  
Titusville – NBGC  
Starting salary - \$47,000.00 - \$57,000.00 (depending on experience)  
FLSA Classification- Exempt

**Full-time Clerk of Court employees are eligible for:**

Health insurance  
Life insurance  
FRS Retirement  
18 sick/vacation days per year  
11 paid holidays per year

**SUMMARY DESCRIPTION:**

This is an administrative and operational position managing major functions of a fiscal program with a large and highly complex finance and accounting activity or managing pertinent policy and systems function for an agency. An employee in a position allocated to this class exercises independent judgement in formulating or assisting in the formulation of policies and procedures that have significant impact in personnel administration and/or processing vendor payments.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

Managing pre-audit review of Board of County Commission invoices.  
Supervise and motivate applicable personnel.  
Assigns personnel to various projects, outlines the specifications of assigned projects, and performs periodic reviews.  
Manage issuing appropriate state and federal reports.  
Review vendor applications and manage ongoing list.  
Evaluate efficiencies and make recommendations.  
Manage vendor prompt payment requirements.

Assists in the review of documentation of computer-based accounting systems for compliance with accounting policies and procedures.

Recommends additions, deletions, and other changes to computer programs of the accounting system and specifications for accounting systems.

Reviews and approves proposed changes in accounting codes and code structure.

Manages segregation of duties within accounts payable function.

Coordinates the operation of departmental computer-based accounting systems.

Provides liaison in accounts payable matters among other county and state agencies.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of financial and accounts payable systems.

Knowledge of the methods of data collection.

Knowledge of the principles and practices of supervision and management.

Ability to manage, plan, organize, coordinate and evaluate an accounting program.

Ability to supervise people.

Ability to determine work priorities, assign work and insure proper completion of work assignments.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to formulate policies and procedures.

Ability to prepare and maintain a variety of accounting records.

Ability to analyze and interpret accounting data.

Ability to understand and apply applicable rules, regulations, policies and procedures relating to an accounting program.

Ability to work independently.

Ability to solve problems and make decisions.

#### **MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in Accounting or a closely related field and two years of relevant accounting experience. Relevant accounting experience can substitute on a year-for-year basis for the required bachelor's degree; or any combination of this experience and up to 60 semester or 90 quarter hours of college education including two courses in accounting can substitute on a year-for-year basis for the required bachelor's degree.