

**USF Job Class Description**

JOB CODE: 3217
CLASS TITLE: Accounting Supervisor
PAY PLAN: 23
CAREER BAND: D
FLSA: Non-exempt
CBU: 31
Effective 04/20/2007

Job Title: Accounting Supervisor

Job Summary

This position supervises a team of Accounts Payable staff in a centralized accounting office. The Accounting Supervisor processes payments to several vendors, and responds to vendor and University staff inquiries regarding invoice payments. The incumbent also researches and resolves complex vendor payment issues or discrepancies.

Nature of Work

This position typically reports to an Accounting Manager or other appropriate administrator. This position is responsible for supervising a team of Accounts Payable staff, which includes assigning daily invoices for processing. The incumbent will also process payments to several vendors, resolve invoice payment issues using systems such as FAST, SAMAS, GOSI and COMPASS and approve international wire transfers and check cancellations. This is a non-exempt position which requires the incumbent to possess good leadership and communication skills. The incumbent may also be required to assist in the development and implementation of special projects as assigned.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Hire, train and supervise a team of Accounts Payable staff. Approves all leave requests, signs timesheets, completes staff evaluations and assists in resolving staff conflicts.
- Process payments to several vendors including Florida State Division of Unemployment Compensation, CSC Consulting (PeopleSoft), The Washington Center, and the monthly Bank of America P-card invoice.
- Responds to vendor and University staff inquiries regarding dates of invoice payments, check dates, amount of checks, payment accuracy, outstanding invoices and payment problems.
- Approves international wire transfers and check cancellations.

- Researches and resolves complex payment issues and recommends changes in policies and procedures as appropriate.

Minimum Qualification Requirements

This position requires Associate's degree in Business Administration or related field and one year of related accounting experience; or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.