

MAJOR FUNCTION

This is a highly responsible professional position that is responsible for the administration and supervision of all central disbursement functions for the City of Tallahassee. Oversees the receiving and disbursement of vendor invoices/payment requests, Purchase Card (pcard) administration and the employee travel program. The division also supports, maintains and provides security, training, reporting and data integrity assurance for the accounts payable, online payment request, pcard and travel administration modules/systems. This position creates, enforces, interprets and modifies disbursement policies and procedures to ensure the City is in compliance with all Federal, State and Local rules and regulations as it relates to vendor/employee payments and pcard activity.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Manage the day to day operations of the Disbursements Services Division and supervises staff including prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe work environment and making hiring, termination, and disciplinary recommendations. Responsible for ensuring the timely payment of vendor invoices and expense vouchers, 1099 filings and maintaining accurate records and control reports. Develops reports that will aid in the efficient flow of transaction processing to ensure the optimization of taking discounts and timing disbursements to maximize interest earnings. Maintains and promulgates necessary city and division disbursement policies and procedures in accordance with appropriate municipal, state, and federal codes, ordinances, resolutions and regulations. Provides guidance and training to all employee levels on disbursement and pcard related matters. Identifies and implements improvements to process, procedures and systems to increase the efficiency and effectiveness within the supply chain. Works with ERP and TI staff to test, implement, train and maintain all disbursement systems/modules. Resolves problems and concerns from vendors, other City departments and the general public regarding disbursement matters. Involves procurement division staff as appropriate. Attends and participates in meetings of city staff, department directors, managers, and commissioners.

Other Important Duties

Leads all internal and external audit activity related to accounts payable, travel and pcard related matters. Participates on a variety of boards and committees. Assists superiors in various other departmental functions as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of approved accounts payable practices and methods. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of the procure to pay life cycle. Thorough knowledge of personnel, finance, general office and business administration. Thorough knowledge of accounting practices and procedures, especially as they relate to government purchasing and disbursement systems. Through knowledge of appropriate municipal, state, and federal codes, ordinances, resolutions, and regulations related to the procure to pay process. Considerable knowledge of the principles and practices of office management. Considerable knowledge of laws and regulations governing City purchasing and accounts payable activities, rules, regulations, policies, procedures, and functions. Considerable knowledge of the principles and practices of accounting records keeping, purchasing, budgeting, statistical analysis, and report writing. Ability to initiate and install administrative programs, procedures and systems and to evaluate their effectiveness. Ability to perform all disbursement functions. Ability to meet and deal effectively with administrative officials and vendors. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize and direct staff of supportive employees. Ability

to express factual information clearly and concisely, orally and in writing. Possesses management style and values, which are consistent with the City's values and goals. Demonstrates interpersonal facilitation and communications skills.

Minimum Training and Experience

Possession of a bachelor's degree in marketing, business administration, finance, accounting or a related field, and seven years of professional and administrative experience in a comparable organization; or 12 years equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 09-29-18