

**Brandon J. Patty**

Clerk of the Circuit Court and  
Comptroller



**Mark P. Miner**

Chief Deputy Clerk

**Clerk of the Circuit Court  
and County Comptroller  
St. Johns County, Florida**

**January 5, 2022**

**JOB OPENING**

**Accounts Payable Supervisor, BCC**

**Salary: \$50,000 - \$71,349**

**JOB SUMMARY**

This position is responsible for supervising accounts payable functions for the St Johns County Board of County Commissioners (BCC).

**MAJOR DUTIES**

- Oversees Accounts Payable operations, including vendor maintenance and disbursements review.
- Supervises and coordinates work schedules, daily activities, and training for accounts payable clerks to ensure quality output, timely payment of invoices, and compliance with company policy and practices.
- Prepares guidelines for proper coding of invoices to accounts, reconciling, and researching customer information and interpreting proper procedures for clerks.
- Identifies and develops process improvements to continuously increase accuracy.
- Performs IRS Form W-9 verification of all new vendors.
- Processes all annual IRS Form 1099
- Evaluates personnel performance and applies corrective action, if needed.
- Works with county administrators, the Office of Management and Budget, and county departments to ensure that the administrative code is followed, and that information is properly recorded.
- Compiles data for the annual financial report and other related reports; provides external auditors with necessary reports and spreadsheets.
- Reviews and prepares journal entries.
- Ensures good communication between internal and external customers; handles difficult situations in a professional manner.
- Performs other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of federal, state and local regulations.
- Knowledge of Florida statutes and the Florida administrative code.
- Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The BCC Finance Director assigns work in terms of department goals and objectives. The Supervisor reviews and prepares work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include state statutes and administrative codes, GASB pronouncements, GAAP, and office policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory and professional accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to supervise BCC accounts payable and reporting functions. Success in this position contributes to the accuracy, efficiency and effectiveness of those functions.

## **CONTACTS**

- Contacts are typically with co-workers, other county employees, elected and appointed officials, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Accounts Payable Clerks (3).

## **MINIMUM QUALIFICATIONS**

- Completion of a baccalaureate degree in a course of study related, or equivalent work experience in the field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Experience in governmental accounting.

## PREFERRED QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a master's degree.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to ten years of related experience.

## APPLICATION INSTRUCTIONS:

Original position opening is posted on stjohsclerk.com. Anyone interested in applying for this position, must complete a COC Internal Job Application (in-house applicants only) or a St. Johns County, COC Employment Application (outside applicants). Forms can also be obtained from the Human Resource's office or online. Drug Free Workplace and Equal Opportunity Employer.

## CLOSING DATE & TIME:

### **This position is open until filled.**

This job posting is not intended as and does not create an employment contract. The Clerk of Courts maintains its status as an "at-will" employer. Employees can be terminated with or without notice or cause at any time and for any reason not prohibited by law.