JOB VACANCY

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

POSITION TITLE: Supervisor, Accounts Payable  JOBID: 64144
POSITION TYPE: Administration, District/Finance/Budget
DATE POSTED: 6/22/2021
LOCATION: Student Services
CLOSING DATE: 07/13/2021
SALARY RANGE: $67,584- $96,772

Areas of Responsibility and Preferred Qualifications will include:

- Oversee the efficient processing of invoices connected with the purchases – both purchase orders and general fund check requests made by the School Board of Broward County in accordance with District policy, state statutes, and DOE regulations to ensure accurate and timely payment of District financial obligations.
- Manage the 1099 reporting process.
- Maintain necessary files for audit trail and assist in performance of internal/external audit of department activities.
- Train, assign and supervise Accounts Payable staff on all procedures and appropriate documents needed in the processing of payments. Continue to evaluate existing procedures to discover opportunities for process improvement.
- Prepare monthly aging analysis of expenditures/payments and communicate with staff on untimely remittance of invoices.

Be advised: All applications are subject to the Florida Public Records Law.

PLEASE NOTE THAT EMAILED RESUMES WILL NOT BE ACCEPTED! YOU MUST SUBMIT AN ONLINE APPLICATION.

HOW TO APPLY:
Access Broward County Public Schools web-based application system (AppliTrack) by typing or copying and pasting the following link into the browser:


Please see attached job description online for additional information.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District’s Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.