

REGIONAL CENTER OF THE EAST BAY

JOB DESCRIPTION

(Management Position)

POSITION TITLE: Accounts Payable Manager – POS

SALARY RANGE: \$2,305.56 - \$3,089.67 Bi-weekly
\$59,944.56 - \$80,331.42 Annual

REPORTS TO: Director of Finance and Administration

LOCATION: San Leandro, CA

SPECIFIC DUTIES:

1. Interviews, hires, trains, schedules, supervises and evaluates all accounts payable staff. Establishes standards of work performance for such staff.
2. Reviews purchase of service (POS) and E-billing procedures and internal controls, and revises as necessary.
3. Establishes and maintains good relationship with vendors and client service units in coordinating purchase of service to consumers.
4. Reviews rejected EFT advices for reprocessing and assists the Controller with other bank related duties with respect to POS payments.
5. Monitors and processes garnishments.
6. In charge of processing retro payments due to rate changes and corrections.
7. Coordinates with information system and client trust units on timeliness of all accounting work.
8. Assists the Controller with CPA audits and other compliance audits as needed.
9. Performs other POS and Accounting related duties as required.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree or five years experience as a lead person in accounts payable function.
2. Experience in a non-profit or governmental agency preferred.
3. Two years supervisory experience preferred or 5 years RCEB experience in a senior accounting position.
4. Experience with computerized accounting systems.
5. Excellent organizational skills; attention to detail; ability to manage multi tasks.
6. Excellent verbal and written communication skills.
7. Experience writing policies and procedures and/or other documentation.