

POSITION TITLE: **Accounts Payable Manager**

<b>CENTER:</b>	Administration	<b>DEPARTMENT:</b>	Fiscal		
<b>LOCATION:</b>	110 Avon Street, Charlottesville, VA				
<b>FSLA STATUS:</b>	<b>Non-Exempt</b>	<b>INCLEMENT STATUS:</b>	Non-Essential		
<b>GRADE:</b>	8	<b>SCHEDULE:</b>	FT	<b>GROUP:</b>	30

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a clerical non-exempt position. The incumbent performs clerical and technical work involving the preparation and maintenance of fiscal or related records.

Responsibilities are carried out under the regular supervision of the Fiscal Director of Accounting. A general knowledge of accounting and how the accounts payable process effects the general ledger is required in this position. Duties involve ensuring that expenses are posted to the correct general ledger accounts and charged to the correct revenue unit. The incumbent will also be responsible to ensure that vendor statements agree with Region Ten records. In carrying out position duties, he/she performs in accordance with standard accounting practices, professional ethics and established Region Ten policies.

MAJOR DUTIES:

The essential functions of this job are starred below (\*) under "Major duties

1. \*Responsible for ensuring all payments are processed accurately, in a timely manner, and in compliance with agency procurement and fiscal policies.
2. \*Responsible for accurate and comprehensive record keeping of a \$1,300,000+ monthly accounts payable department.
3. \*Responsible for accurate data entry of invoices for payment.
4. \*Develop and enforce accounts payable policies and procedures.
5. Scanning of invoices
6. Maintains all Accounts Payable filing.
7. Monthly verification/reconciliation of vendor statements.
8. Responsible for maintaining professional relationships with all vendors and staff. Ensuring all vendor/account issues are resolved.
9. Responsible for payment of Region Ten placed clients rent in a timely fashion to ensure good standing with landlords.
10. Petty/Change Cash accounts to include the audit of accounts.
11. 1099 reconciliation
12. INC, Fee and Operating Account check deposits.
13. Other duties as assigned by the Fiscal Director.

QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent

KSAS

Knowledge of: bookkeeping terminology and methods; standard office practices; manual and automated alpha and numeric filing systems; standard English; basic computer arithmetic; and, computer keyboard entry, general accounting principles, statement reconciliation.

Skills in: using office machines to include calculator, photocopier and personal computer; arithmetic; and, communication.

Abilities to: interpret and follow oral and written instructions; learn new practices, procedures and equipment; handle multiple tasks while meeting deadlines; organize and accurately store information for easy access; and work well with others.

POSITION ORGANIZATION CHART:

Fiscal Director, Accounting  
|  
Accounts Payable Manager

GRADE: 8

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

Position Description Updated: March 20, 2026

