

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT. 1 (121-013)

DATE: 1/13/2015

CURRENT POSITION TITLE: ACCOUNTS PAYABLE CLERK

CURRENT SLOT #: 121-013 / 4 & 125-028 / A005

REQUESTED POSITION TITLE: ACCOUNTS PAYABLE SUPERVISOR

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other SALARY INCREASE

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount:	6-1100-452-00-121-013-0-113			
	\$ 38,988.00	\$ 41,988.00	\$ 3,000.00	
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change	
Supplement Pay:	6-1200-431-00-125-028-117			
	\$ 3,500.00	\$ 3,500.00	\$ 0.00	
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change	

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

POSITION TYPE:

Full Time Employee Object 113
 Part Time Temporary Object 114
 \$ _____
 Enter hourly rate for temp. positions

Full Time Employee Object 121
 Part Time Temporary Object 122
 \$ _____
 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position currently assists with the Border Colonia Access Program and has been exceeding beyond the scope of duties from the existing title because of the high demand of work and additional department responsibilities.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01-13-16 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2016 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/2016 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY

ACCOUNTS PAYABLE SUPERVISOR

GENERAL DESCRIPTION

Performs the accounts payable supervisor function. Responsible for supervising the accounts payable function, including such activities as the timely payment of all vendor invoices and expense vouchers, and the maintenance of accurate records and reports; Assists all departments, vendors, department heads, and the general public. Supervisory activities include selection, training, evaluation, counseling, and recommendation for dismissal.

EXAMPLES OF WORK PERFORMED

Monitors daily workload to ensure that invoices are processed and deadlines are met while adhering to County policies and procedures

Generates weekly checks for A/P, bi-weekly checks for Payroll 3rd party remittances, manual checks and replacement checks as needed

Coordinates, recommends, and implements processes and internal controls

Addresses vendor payment issues as needed. These can arise internally or externally

Coordinates activities with other departments to expedite payments

Evaluates staff performance and provides training as needed

Ensures that invoices and expenses are processed accurately and timely

Reconciles clearing accounts

Coordinates with other departmental divisions to ensure timely payment of invoices and expenses

Resolves discrepancies within the County and external customers

Performs all other related duties assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years experience in accounts payables, accounting, or related with at least two (2) years in a lead or supervisory capacity

Graduation from a four (4) year college or university with course work in Business Administration or related field

Two (2) years of experience maybe substituted for one (1) year of education

Knowledge, Skills, and Abilities

Must posses required knowledge, skills, and abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of payroll principles and the exercise of good judgment

Able to use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

General accounting knowledge and accounts payable processes

Knowledge of County processing policies and procedures

Understand record keeping techniques

Able to utilize all office equipment

Registration, Certification, or Licensure

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by County's insurance carrier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally

required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations