CITY OF SAN ANTONIO
An Equal Opportunity Employer

506 Dolorosa, San Antonio, Texas 78204
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DISBURSEMENTS AND RECEIVABLES ADMINISTRATOR
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Disbursements and Receivables Administrator who reports to the Assistant Director of Finance and under administrative direction is responsible for performing highly complex and technical accounting and administrative work with full responsibility for activities and functions related to Collections, Accounts Payable, Payroll, Time Administration, Accounts Receivable and Billing sections of the Finance Department. Exercises direct supervision over professional staff.

Essential job functions include, but are not limited to, the following: Oversees and coordinates all activities and functions for areas of responsibility to include accounts payable, payroll, time administration, collections and cashiering, accounts receivables and billing. Establishes, maintains and drives continuous improvement of internal accounting and administrative controls for the safeguarding of the City's assets. Establishes and ensures compliance with the City's financial policies and procedures. Oversees the preparation and development of payrolls for uniformed, civilian, full-time, part-time, and seasonal City employees in accordance with applicable payroll regulations and City policies and procedures. Oversees the process for disbursement of payments to vendors in accordance with City policies and procedures. Exercises primary signature authority for vendor payables along with the Department Director, Assistant Director, and ensures the process for payments to the City's vendors is developed and maintained properly. Oversees the process for accounts receivable billings and collections in accordance with City policies and procedures and sound financial practices. Strives to continuously improve customer service to both internal and external customers. Provides technical guidance and direction, and coordinates training for all general accounting staff on an on-going basis. Coordinates the completion of all major special projects as directed by the Director or Assistant Director. Coordinates the duties and responsibilities of Section Managers to ensure proper and fair workload distribution. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Assists in the preparation of the department's operating budget. Works closely with the Finance Operations Business Administrator to define Standard Operating Procedures, Service Level Agreements, and process improvement initiatives. Performs related duties and fulfills responsibilities as required

The ideal candidate should possess advanced knowledge of payroll and accounts payable, accounts receivable and collection requirements and procedures as well as a strong background in SAP Procurement, Sales and Distribution (SD), Time Administration, Payroll, Cross Application Time Sheets (CATS) and ERP systems. Preferred requirements include Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation or a Masters Degree in a related field. Eight (8) years of increasingly responsible accounting experience including four (4) years of supervisory responsibility over professional accounting staff; a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays – *Monday, May 29, 2006 is a city holiday*) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.