

ACCOUNTS PAYABLE MANAGER

APPLICATION DEADLINE IS THURSDAY, MARCH 27, 2025 AT 11:59PM

Division: Accounting
Reports to: Assistant Controller
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: N
Monthly Salary Range Minimum: \$5,591
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Manages professional accounts payable tasks of the division, including review and approval of work performed by others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Manages all accounting functions related to accounts payable, including but not limited to voucher processing, payment inquires, vendor setups and modifications, and journal entries.
- Manages 1099 processing for THDA in conjunction with the overall State of Tennessee 1099 process.
- Coordinates 1098 processing between THDA's mortgage servicing division and the State of Tennessee Department of Finance and Administration.
- Manages accrued liabilities processes at fiscal year-end close.
- Reviews quarterly reporting of federal grant spending.
- Monitors subrecipient spending of federal grant awards in partnership with the Grants Accounting Manager and staff from THDA's program divisions.
- Reviews and approves federal drawdowns through the applicable federal government data systems.
- Works with THDA's program divisions as well as the Information Technology Division on technology projects used primarily by program areas to ensure these projects include automation surrounding payment processing and reporting.
- Completes financial/accounting technology research and development projects associated with the accounting and proprietary line-of-business applications systems used by the Accounting division.
- Provides financial data to the organization's management as requested so that management may consider such information in the management of such programs.
- Assists in review of the major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies.
- Reviews work performed by other Division staff, and approves as required, based on assignment of the Division's management.
- Prepares special reports for the Controller.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- Two years of management experience.
- Three years of experience in responsible professional accounting work.
- Two years of experience in accounts payable
- Experience in governmental accounting is preferred

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff.
- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; knowledge and skill in use of professional accounting software; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 12 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

To apply, visit our website at www.thda.org/careers. Note that only on-line applications for positions through this website will be considered.