



CLASS TITLE | ACCOUNTS PAYABLE MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date: 08/20/2025

CLASS CODE: 2106

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for all relevant accounts payable related functions for the Finance Department's central accounts payable, including preparing and filing required federal reports, and providing subject matter expertise for accounts payable related issues; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves as a Functional Area Lead and subject matter expert for the Accounts Payable module of the Financial System, including maintenance of procedures and training staff and end users
- Manages all relevant functions using an automated system and supporting accounts payable staff to ensure timely and accurate processing of invoices, purchase card transactions, credit memos and payments to vendors and customers as well as the processing of unclaimed property
- Establishes and maintains positive relationships with vendors by promptly responding to inquiries, resolving payment discrepancies and invoice issues and ensuring adherence to established policies
- Investigates reconciliation issues and takes appropriate action to correct and prevent future errors
- Implements new processes based upon best practices, documents processes, and tests and troubleshoots accounts payable system
- Prepares and files required federal forms and corrected documents, as needed
- Processes and responds to open records requests in accordance with the City of Tulsa policies and the Oklahoma Open Records Act
- Manages the unclaimed property process in accordance with Oklahoma State Statutes
- Maintains up-to-date knowledge of and ensures staff is aware and trained on applicable changes to City policies and procedures
- Works with direct reports to establish goals and objectives, provides training and monitors productivity to enhance professional development and promotes a collaborative and efficient work environment
- Facilitates management and employee understanding of accounts payable procedures
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Graduation from an accredited college or university with a bachelor's degree in accounting, finance, or business degree with a financial focus; **and,**



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(b) Five (5) years of experience relevant to the essential tasks listed in the job description; **or**

2. (a) Bachelor's degree and completion of the necessary educational requirements to qualify for CPA licensure; **and**

(b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Automated accounts payable systems including internal controls and fraud prevention
- Principles, practices and methods of governmental accounting as applied to accounts payable operations utilizing ERP software
- Vendor management principles and contract compliance
- Tax regulations including compliance with 1099 reporting requirements
- Familiarity with escheatment laws and unclaimed property regulations

Ability to:

- Ensure compliance with internal controls and support audit processes
- Identify and implement process improvements to increase efficiency
- Effectively communicate with internal and external stakeholders
- Operate evolving technologies to perform day-to-day tasks including document management software, open records software, and enterprise resource planning software
- Analyze and resolve accounts payable-related problems
- Plan and supervise the work of staff
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding
- Communicate competently, both verbally and in writing
- Supervise and participate in both internal and external audits

Skill in:

- Attention to detail and efficient time management to handle multiple responsibilities and meet deadlines effectively
- Strong analytical and problem-solving skills for resolving discrepancies in complex AP issues
- Strong interpersonal skills to work collaboratively with staff, customers, and the public
- Leadership skills to motivate and develop team members
- Proficiency in Microsoft Word and Excel at an intermediate level
- Proficiency with financial systems and accounts payable modules, including automation tools and ERP software



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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks listed in this job description.

Licenses and Certificates: Certified Public Accountant (CPA) candidate is *preferred*.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require working some evening hours.

EEO Code: E-02

Group: Fiscal

Series: Financial Management