

Procurement & Payment Supervisor – Financial Services

Job Description:

The Procurement and Payment Supervisor is responsible for overseeing a range of the SFPPUC purchasing activities, managing the payment process, and leading the accounts payable team. This role demands an individual with strong organizational skills, a deep understanding of procurement and payment processes, and the ability to manage and maintain divisions' relationships and internal teams' dynamics. Another responsibility is to manage access requests for systems and applications, such as PeopleSoft and SFPUC's Accounts Payable GoPaperless system.

Primary Job Responsibilities:

1. Relationship Management: Build and maintain strong relationships with divisions.
2. Process, manage all SFPUC lease contracts and recurring monthly payments relating to the contracts.
3. Purchase Orders: Oversee the issuance of purchase orders, ensuring alignment with Citywide and departmental compliance, requirements, and budgets.
4. Payment Processing & Oversight: Supervise the timely and accurate processing of invoices, ensuring adherence to terms and alignment with purchase orders.
5. Accounts Payable Team Leadership: Lead, mentor, and manage the accounts payable team, ensuring timely payments and adherence to department policies.
6. Budget Monitoring: Collaborate with the finance team to track procurement expenses against allocated budgets.
7. Process Improvements: Identify and implement best practices for procurement and payment processes to enhance efficiency and cost-effectiveness.
8. Reporting: Produce regular reports on procurement activities, outstanding payments, division performance, and accounts payable metrics.
9. Internal Collaboration: Work closely with divisions to ensure seamless integration between procurement, accounts payable, and other financial operations.
10. Serve as subject matter expert developing and maintaining related policies and procedures.
11. Provide leadership, coordination, and primary point of contact for procurement and payable issues.
12. Develop and implement corrective action plans, progress reporting, and practice change for process improvement.
13. Systems and applications: Review, approve user access requests to the Accounts Payable GoPaperless system; serve as backup for PeopleSoft Change Agent for the SFPUC and process system access requests for PUC employees.

Qualifications:

1. Five years of experience in Accounts Payable and Purchasing, preferably in a supervisory role.
2. Strong analytical and problem-solving skills.
3. Proficient with Oracle PeopleSoft, Business Intelligence and Microsoft Office applications.

4. Ability to multitask and prioritize in a fast-paced environment.
5. Excellent communication skills and interpersonal skills.