



## Director, Accounts Payable

Washington Metropolitan Transit Authority (WMATA)

Email resume and inquiries  
in confidence to: PRM Consulting Group  
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**ROLE:** Director Level | Full-time, Hybrid | Washington D.C.

### **COMPENSATION:** Negotiable

Candidates must be high performing professionals with broad experience and proven knowledge of the management skills required to effectively perform the role as outlined. As such, the compensation plan for this individual will be commensurate with the skills required of the position and will be negotiated to attract exceptional candidates.

### **RESPONSIBILITIES:**

The Director of Accounts Payable is a core member of the Comptroller's leadership team and supports all aspects of the accounts payable function of the authority. The Director reports directly to the Comptroller and works collaboratively with the Chief Financial Officer, General Manager/CEO, Board of Directors, Federal Transit Administration, and other audiences. In addition, the Director is an integral component of the financial managerial team. The ideal candidate is expected to have an expert knowledge of complex financial policy, and operational data to guide the preparation of content and the execution of integrated communications plans.

The Director of Accounts Payable will oversee Accounts Payable management and staff and is responsible for all aspects of accounts payable and expense disbursements. In this role, the Director of Accounts Payable is responsible for the overall strategic planning, organization of the team, along with overseeing all accounts payable activities with a focus to streamline processes. This position is hands on and works closely with accounts payable staff to ensure accurate, efficient, and effective operations. The Director of Accounts Payable should possess a deep understanding of today's dynamic payments environment, best practices, and US GAAP.

The successful candidate will be a hands-on problem solver who can work collaboratively with the C-Suite leadership as well as with cross functional teams. Ideally s/he will be an individual who is deeply experienced in budgeting strategies, techniques, and financial controls.

### **ESSENTIAL FUNCTIONS:**

We seek individuals who will be committed to the mission of WMATA. While no one candidate will embody all of them, the successful candidate will bring many of the following professional qualifications and personal qualities:

- Proficient knowledge of automated financial systems and financial systems and reporting tools, to aid in analyses and to assist in the presentation of financial information to management
- Skilled at establishing and maintaining effective working relationships and dealing in a customer-oriented, business-like, and professional manner with whom interface is required
- Strong analytic skills and attention to detail; able to identify relationships, trends, and anomalies
- Demonstrated ability to communicate effectively, especially in stressful environments and to effectively interface with other technical and non-technical personnel, internal and external to the Authority
- Demonstrated ability to work effectively independently and as part of a team, and to adapt to change in dynamic environments and multitask effectively
- Ability to take the lead on identifying new processes and exploring new capabilities with existing technology to meet future business needs
- Ability to accomplish goals and objectives and to contribute to a positive work environment

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- Ability to operate in an often ambiguous and high-pressure work environment, and deal with interpersonal conflict, stressful work conditions and rejection by coping in a mature, problem-solving, solutions-oriented manner
  - Ensures that vendor invoices are processed timely, accurately, and recorded in the correct periods
  - Responsible for ensuring timeliness and accuracy of accounts payable deliverables, including but not limited to the monthly close and associated financial reporting activities
  - Manages the timely development and preparation of complex schedules; monthly, quarterly, and annual reconciliations; journal entries; and audit documentation based on a thorough understanding of financial systems, accounting policies and US GAAP
  - Ability to operate in an often ambiguous and high-pressure work environment, and deal with interpersonal conflict, stressful work conditions and rejection by coping in a mature, problem-solving, solutions-oriented manner
  - Drives required changes to move away from manual to automated processes, including the associated training and organizational changes
  - Implements remediation activities to address audit findings and formulates communications, procedures, training, and guidelines
  - Oversees and supports system implementation/upgrade activities applicable to accounts payable. Drives the requirements gathering, development and testing of new systems or functionality
  - Oversees all accounts payable activities and drive strategy for streamlining activities and measuring the team's performance
  - Ensures timely and accurate processing of annual 1099 forms
  - Responsible for accurately and timely performing tasks in the absence of or to support Accounts Payable manager and staff
  - Manages and supervises subordinate staff to include establishing specific and measurable performance plans, recommending applicant selection for hiring, undertaking necessary disciplinary actions, resolving grievances and difficult personnel and task-related problems, directing the accurate and timely completion of work, and ensuring appropriate training is provided in achieving branch goals
  - Promotes staff retention, succession planning and employee growth
  - Ensures appropriate management support is provided and that proper training and cross training is completed in a timely fashion
  - Directs the development and reporting on performance metrics to measure staff performance and the accuracy and timeliness of processed transactions
  - Responsible for ensuring the validity and maintenance of data input into the financial systems related to accounts payable
  - Reviews, analyzes, and develops recommendations to support actions, policies, and management decisions pertaining to complex accounting and audit issues
  - Ensures accounts payable activities are in compliance with internal policies and best practices by regularly reviewing the policies and revising them as needed
  - Implements adequate internal controls to provide reasonable assurance of accurate payments and accounting records
  - Develops, implements, and oversees a comprehensive improper payments program
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**MINIMUM QUALIFICATIONS:**

Education

- Bachelor's Degree in Accounting, finance, information technology, public administration, or other related business field

Experience

- Minimum ten years of overall experience working in accounting operations, planning/execution, financial management and/or management analysis in a large, complex organization. Demonstrated experience in researching, interpreting, reporting, and implementing the provisions of US GAAP
- Minimum five years of experience in a supervisory role in an accounting/financial environment
- Strong communications skills required to interact with senior leaders, auditors, staff, and other departments.

Certification/Licensure

- N/A

WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law. This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.