

Supervisor, Accounts Payable (Internal Recruitment)  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258339>

Downloaded On: Aug. 17, 2025 7:00pm

Posted Jun. 16, 2025, set to expire Apr. 28, 2026

**Job Title** Supervisor, Accounts Payable (Internal Recruitment)

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Jun. 16, 2025

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4948404/supervisor-accounts-payable-internal-recruitment>

**Apply By Email**

**Job Description**

**\*\*\*INTERNAL JOB ANNOUNCEMENT FOR CURRENT BUTTE COLLEGE BUSINESS SERVICES  
EMPLOYEES\*\*\***

**Supervisor, Accounts Payable**

**MSC Range 11;** Full-time/Exempt; 40 hours per week; 12 months per year  
Tentative Interviews: July 14-15, 2025

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Anticipated Start Date: August 2025

**POSITION HIGHLIGHTS:**

Apply as a Supervisor, Accounts Payable!

We are excited to announce an internal opportunity for the position of Supervisor, Accounts Payable within our Fiscal Services Department. In this role, you'll manage the accounts payable team, providing guidance and support, implement and improve accounts payable processes and systems, coordinate and oversee complex accounts payable functions, ensure compliance with policies and procedures, and provide administrative support to maintain smooth operations. If you're looking to take the next step in your career and contribute to the success of our team, we encourage you to apply!

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer, the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m., with Friday off.

**REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

**DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

**REQUIRED ATTACHMENTS:**

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

**REQUIRED UPON SELECTION:**

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of

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employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.

*The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.*

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD** is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

**Contact Information**

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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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