

The University of Texas at San Antonio

Job Description

Job Title: Disbursements and Travel Supervisor
Code: 9070
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Disbursements and Travel Services/ VP Business Affairs
Reports To: Director of Disbursements and Travel Services

Summary

- **Function:** Supervise invoice processing for timely payment of university's accounts payable and ensures accurate accounting treatment.
- **Scope:** This position is responsible for the supervision of Accounts Payable staff and the training and development of those individuals to enhance customer service improve departmental efficiency and ensure the accuracy and timeliness of invoice processing.

Duties

- **Typical:**
 1. Supervise, develop and train staff to enhance customer service, improve departmental efficiency and ensure the accuracy and timeliness of invoice processing.
 2. Oversee and exercise control over the preparation, processing, and verification of various accounting documents, purchase orders, and approving journal vouchers related to accounts payable payments and or travel reimbursements.
 3. Approve invoices processed to ensure proper matching of purchasing and receiving documents, proper distribution to general ledger expense accounting chart fields, timely and accurate payments that make full use of available discounts in accordance with Texas Prompt Payment Act. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policies.
 4. Assist faculty and staff on financial and administrative matters, related to responsibilities of Disbursements and Travel Service.
 5. Knowledgeable with accounts payable best practices. Apply judgment to daily work duties using appropriate fund accounting principles, GAAP, financial accounting system requirements, applicable university policies and procedures, IRS regulation, state regulation and law that affect the functional responsibilities of the Disbursement and Travel Services department.
 6. Liaison with outside vendors concerning payments matters and disputes.

- 7. Properly documents all files for audit purpose. Assures proper filing scanning and storage of records.
- 8. Oversees the resolution of complex travel and disbursement issues
- 9. Assist with year-end closing: assist with year-end audit by providing internal and external auditors with documentation requested.
- 10. Ensure proper vendor identification for accurate 1099 reporting.
- 11. Conduct training to University on applicable business processes
- 12. Other duties as assigned.

Education

Required	Preferred
Bachelors Degree from accredited institution.	Master’s degree in Accounting or related field.

Other Requirements

Required	Preferred
<p>Excellent oral and written communications skills. Strong interpersonal skills.</p> <p>Commitment to excellence in customer service and collaborations. Team player</p> <p>Strong organizational and analytical skills.</p> <p>Knowledge of job responsibilities for accounts payable/travel reimbursement processing</p> <p>Criminal Background Check</p>	<p>Advanced Knowledge of University organizational structure, policies, rules and procedures.</p>

Experience

Required	Preferred
<p>Four years of progressively responsible experience in governmental or commercial accounting working in accounts payable, disbursements, or within a comparable financial accounting area. Two years of supervisory experience.</p>	<p>Six years of accounts payable or travel services experience and three years of supervisory experience.</p> <p>Experience working with ERP system or PeopleSoft.</p>

Equipment

Required	Possible
<p>Knowledge of personal computer, Microsoft Work and Excel, email software, and other typical office machines.</p>	N/A

Working Conditions

Usual	Special
Standard office environment	Periodically must work in excess of 40 hours per week (i.e. during peak periods and fiscal year-end) May require infrequent travel for meeting and/or training

Supervision

Received	Given
General from immediate supervisor	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.