

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Disbursements and Travel Coordinator  
Code: 19071  
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: To plan, coordinate and facilitate the daily operations of the accounts payable and expense reimbursement processes of the Disbursements and Travel Services (DTS) department which includes timely approval of accounts payable invoices, expense reimbursements and accurate accounting treatment.
- Scope: This position is responsible for facilitating the various operational processes required to issue payments.

## *Duties*

- Typical:
  1. Oversee and exercise control over the preparation, processing, and checking of various disbursement documents. As needed to match departmental volume, review and approve purchase orders vouchers, non-PO vouchers and Expense Reports.
  2. Verify, validate and close monitoring of vendor holds, assist with unclaimed property reissues at year end; timely update USAS/TINS data as required; oversee daily payment reissues and serve as a backup on wire transfer processes; run the daily Pay Cycle process. Validate and approve new vendor setup and/or updates for existing vendors.
  3. Analyze payment and expense data for accuracy and initiate corrective action when necessary to ensure compliance with applicable regulations and policies.
  4. Fully knowledgeable with the ability to independently apply judgment to daily work duties based on financial accounting system requirements, applicable university policies and procedures, IRS regulations, state regulations and laws that affect the functional responsibilities of the Disbursements and Travel Services department.
  5. Liaison with outside vendors and University departments concerning payment matters and disputes.
  6. Assist with fiscal year-end closing and year-end or state audits by providing internal and external auditors with documentation requested.

7. Coordinate the hiring and training of student workers and maintain work schedules. Responsible for all DTS staff time recordkeeping.
8. Conduct training for front office users and other University customers on applicable business processes. Update DTS training materials and forms as needed.
9. Assist with Accounts Payable and Travel and Expense business process analysis, and make recommendations as needed.
10. Adhere to and support departmental customer service standards, including partnering with other areas to deliver excellent service.
11. Other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree in an Accounting or Business-related field.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent verbal and written communications skills. Strong interpersonal skills.	Knowledge of University organizational structure, policies, rules and procedures.
Commitment to excellence in customer service and collaboration.	
Ability to work as an effective team member and build cooperative working relationships with customers, peers and staff.	
Excellent organizational, analytical and problem-solving skills. Ability to set priorities, meet deadlines and multi-task.	
Knowledge of job responsibilities for accounts payable/travel processing	
Criminal Background Check (CBC)	

***Experience***

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

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of personal computer, Microsoft Word and Excel, email software, and other typical office machines.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
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 meetings and/or training.

***Supervision***

<b>Received</b>	<b>Given</b>
General from Director of Disbursements and Travel Services.	Direct supervision of student workers.

***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.
---