

The University of Texas at San Antonio

Job Description

Job Title: Procurement to Pay Analyst
Code: 19654
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Financial Affairs/Business Affairs
Reports To: Senior Director of Financial Information Systems

Summary

- **Function:** To provide functional and technical expertise and support for procurement-to-payment and travel & expense modules of the ERP system.
- **Scope:** Responsible for implementation, monitoring, maintenance and support of procurement-to-payment and travel & expense systems and associated business processes.

Duties

- Typical:
 1. Participate in testing, process validation and serve on teams responsible for bundles, upgrades and enhancements to ERP system.
 2. Develop and maintain issues lists, action items, project statuses, business process flow diagrams, testing plans associated with assigned Disbursement & Travel Services and Purchasing & Distributions Services departmental system projects; ensure reported operational system/process incidents/issues are identified, tracked, reported, and resolved in a timely manner.
 3. Performs routine maintenance and proactive testing tasks related to procure-to-pay and travel & expense business processes conducted within the systems.
 4. Create and modify custom queries utilizing PeopleSoft Query or other reporting tools in collaboration with departmental staff.
 5. Collaborate with subject matter experts and end-users in understanding and developing requirements, analyzing solutions, developing business cases, and recommendations to support future requirements, testing, and implementing. Work with the Director of Purchasing and Distributions Service, Director of Disbursement & Travel Services, UT Shared Information Services, and Business Information Services on above matters.
 6. Train back office staff in the usage of the aforementioned modules when business process changes occur. Support internal teams and task forces,

<p>providing functional expertise and guidance on procure to pay and travel & expense systems and business processes as required.</p> <p>7. Assist subject matter experts with the development of training and documentation as a system and business process resource.</p> <p>8. Acquire, refine, and document various related metrics, data sources, definitions and usage information as required to support the informational and communication needs for the Purchasing and Distribution Services and Disbursements & Travel Services departments.</p> <p>• <u>Periodic</u>:</p> <ol style="list-style-type: none"> 1. Uploads various data files such as XML or other data files to the procurement system as needed. 2. Perform other duties as assigned.
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Education

Required	Preferred
Bachelor’s degree from an accredited institution.	Bachelor’s degree in Accounting, Business or related field.

Supervision

Received	Given
Works under the direct supervision of the Senior Director of Financial Information Systems.	Lead and work with subject matter expert staff regularly as assigned.

Other Requirements

Required	Preferred
Excellent organizational skills in identifying and prioritizing work activities and handling multiple assignments of various durations.	N/A
Excellent verbal and written communication skills to work within a team-oriented environment.	
Exceptional problem solving and analytical skills to deliver high quality work.	
Excellent customer service skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of accounting, financial or budget experience performing tasks related to procurement and accounts payable.	Experience working as an analyst in higher education; experience working with PeopleSoft Financials and/or Jaggaer.

Three or more years of procurement and/or accounts payable experience working with an ERP system.	
Demonstrated experience preparing, analyzing and interpreting strategic procurement, and/or vendor and accounts payable reports	Demonstrated knowledge or experience performing year end processes.

Equipment

Required	Preferred
Must be computer literate and proficient in the use of Microsoft Office and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	May work evenings and weekends.

Accuracy

Proficiency in all phases of the duties performed.
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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.
