
Auburn University Job Description

Job Title:	Spec, Accounts Payable	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	DF01	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Performs accounting duties such as auditing, analyzing, reconciling and processing vouchers and reports.

Essential Functions

1. Audits purchasing card reconciliations, travel vouchers and other financial documents to ensure all expenditures are made in accordance with state regulations and University guidelines.
2. Corresponds with campus departments, concerning invoices, vouchers and other financial documents that do not conform with policies and procedures.
3. May review purchasing card reports received from the financial institutions and act as a liaison between the University and the financial institution.
4. May schedule and conduct purchasing card reconciliation sessions for departmental reconciliation designees.
5. Performs administrative duties to include entering/storing data, generating listings/reports, making database inquiries, preparing spreadsheets and coordinating system maintenance and upgrades.
6. Audits and submits vouchers for ACH/check production.
7. Monitors the purchasing card general ledger account to ensure that it is in balance at month end.
8. Schedules and conducts training sessions for employees as needed.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in financial support services involving accounts payable, purchase card reconciliation, and/or procurement

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/17/2016
