
Auburn University Job Description

Job Title: **Asst Dir, Accounts Payable**

Job Family: No Family

Job Code: **KA13**

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Assists the Procurement and Payment Services (PPS) Director with the administrative and operational functions.

Essential Functions

1. Assists the Director in administering the financial policies and procedures as mandated by state regulations and university guidelines as set forth in the Auburn University Financial Policies and Procedures Manual.
2. Assists in managing the daily operations of the PPS office which may include budgetary and policy issues.
3. Schedules and conducts policy and procedure training sessions for Auburn University departmental employees and acts as liaison with Auburn University departments and outside vendors.
4. Audits and approves IRS 1099 files and records and prepares the annual IRS 1099 file.
5. Audits, approves, and prepares unclaimed property reports and payments to the various states ensuring that adequate documentation is retained to substantiate these reports and payments.
6. Provides guidance in resolving payment and system issues and participates in computer system implementations on behalf of the PPS Office.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
Experience (yrs.)	5	Experience in business operations and accounting services and/or accounts payable

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

Knowledge of accounting principles, practices, and the analysis of financial data.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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: 12/16/2011
