Auburn University Job Description

Job Title: Asst Dir, Payment Services  
Job Code: KA13  
FLSA status: Exempt  
Job Family: No Family  
Grade 35: $51,900 - $86,400

Job Summary
Assists the Procurement and Payment Services (PPS) Executive Director with the administrative and operational functions of the department.

Essential Functions

1. Assists the Executive 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. Manages the daily operations related to payment including supervision of pre- and post-payment staff; audit of financial records and vouchers to ensure compliance with financial and administrative requirements, as well as applicable state and federal laws; acts as liaison between PPS/Central Business Office and individual colleges, schools, departments, and outside constituents.

3. Reviews and approves Professional Service Contracts for the university to ensure that hired contractors meet IRS standards for Independent Contractor status, and that work performed is consistent with university policies.

4. Manages audit and approval of IRS 1099 files and records, as well as preparation of 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 complex payment- and system-related issues; continually reviews processes, policies, and procedures in search of areas for improvement.

7. Oversees the development and management of payment-related systems.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
<td>Four-year college degree</td>
<td>Knowledge of accounting principles, practices, and the analysis of financial data.</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in business operations and accounting services and/or accounts payable.</td>
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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: 10/29/2013