
Auburn University Job Description

Job Title: **Analyst I, Accounts Payable**

Job Family: No Family

Job Code: **ED36**

Grade FO06 \$37,000 - \$55,500

FLSA status: Exempt

Job Summary

Under close supervision, assists with a variety of routine accounts payable duties with an established spending limit. Responsible for the full accounts payable cycle including analyzing and approving invoices and payments for Procurement and Business Services. Assists with taxable fringe benefit reporting and 1099 processing and reporting.

Essential Functions

1. Assists in the analysis and approval of a large volume of electronic invoices and payments while ensuring compliance with state spending policies and procedures. Such analysis includes, but is not limited to, the following: analyzes transactions for patterns in exceptions and utilizes independent judgment to approve or disapprove the request; identifies opportunities for increased efficiency, compliance, and cost-savings; investigates revenue opportunities such as early payment programs; and analyzes payment methods to ensure efficiency and cost-effectiveness. May assist with identifying units that regularly submit payment requests which lack compliance with current payment policies and procedures in order to provide additional training
2. Ensures that proper coding, approvals, and required documentation are in place for the processing of a variety of payables, including vendor payments, travel reimbursements, human participant payments, and procurement card payments. Ensures compliance with University policies and procedures as well as applicable state and federal regulations. Keeps supervisor informed of any and all issues or anomalies that may arise.
3. Assists in analyzing system reports to identify spending patterns and to ensure expenditures are within policy guidelines.
4. Performs the flagging, reporting, and issuance of 1099 payments in compliance with IRS regulations.
5. Communicates with internal and external stakeholders on accounts payable matters to ensure compliance with all Auburn University policies, procedures, and state and federal laws.
6. Assists in compiling and reporting the taxable fringe benefits paid by Auburn University and its institutionally-related foundations (Auburn University Foundation and Tigers Unlimited Foundation) to Payroll.
7. Performs other related duties as assigned.

Supervisory Responsibility

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	Four-year degree in Business, Accounting, Finance, Analytics, or related field.
Experience (yrs.)	2	Experience in accounts payable, invoicing, and other accounting functions.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Demonstrated knowledge of accounting principles and practices to include internal controls and audit processes. Strong analytical skills needed to find disparities and cost savings opportunities. Working knowledge of IRS accountable plan rules and taxable fringe benefits. Advanced Microsoft Excel skills. Demonstrated knowledge of 1099 reporting and processing.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/9/2020
