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## Auburn University Job Description

Job Title: **Mgr, Payment Services**

Job Family: No Family

Job Code: **KA47**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Under general direction of the Payment Services Assistant Director, manages the day-to-day operations related to payment services and is responsible for the supervision of Payment Services Audit staff.

### Essential Functions

1. Manages the daily operations related to payment processing including oversight of voucher approvals, review and approval/denial of requests for an exception to University policy, and approval and sign-off of money wires. Audits financial records and vouchers to ensure compliance with financial and administrative requirements, as well as applicable state and federal laws.
2. Develops, implements, and maintains all payment systems, internal controls, and departmental processes and procedures as they relate to payment processing.
3. Builds and maintains positive partnerships with campus stakeholders by providing guidance on payment and travel related issues and ensuring excellent customer service at all levels.
4. Reviews payment metrics such as number of vouchers processed, turnaround time, percentage of request rejections, and number of daily and monthly vouchers handled per employee to ensure timely payment of expenditures and staffing needs of department are met.
5. Enforces Payment Services policies and procedures and collaborates with Payment Services Assistant Director regarding recommended policy changes.
6. Assists the Procurement and Business Services Director and Payment Services Assistant Director with strategic planning, goal setting, and new technology implementations.
7. Supervises Payment Services Audit staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business Management, Business Administration, Finance, Accounting, or related field.
<b>Experience (yrs.)</b>	5	Exempt-level experience in business operations, accounting services, and/or accounts payable. Experience managing internal controls of an accounts payable operation preferred.

#### **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. Knowledge of applicable state and federal laws.

Knowledge of internal controls as it relates to accounts payable processing preferred.

#### **Certification or Licensure Requirements**

None required.

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### 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, and lifting up to 10 pounds.

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

Date: 8/29/2018

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