AUBURN
Human Resources

Spec I, Accounts Payable

Job Description

JOB INFORMATION

Job Code	DF01A
Job Description Title	Spec I, Accounts Payable
Pay Grade	FO05
Range Minimum	$37,370
33rd %	$43,600
Range Midpoint	$46,710
67th %	$49,820
Range Maximum	$56,050
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/17/2016

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

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

RESPONSIBILITIES

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	experience in financial support services involving accounts payable, purchase card reconciliation, and/or procurement.	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.