AUBURN
Human Resources

Analyst I, Accounts Payable

Job Description

JOB INFORMATION

Job Code	ED36
Job Description Title	Analyst I, Accounts Payable
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/9/2020

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

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.

RESPONSIBILITIES

- 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 and support.
- 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.
- Assists in analyzing system reports to identify spending patterns and to ensure expenditures are within policy guidelines.
- Performs the flagging, reporting, and issuance of 1099 payments in compliance with IRS regulations.
- Communicates with internal and external stakeholders on accounts payable matters to ensure compliance with all Auburn University policies, procedures, and state and federal laws.
- 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.

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	
Bachelor's Degree	Four-year degree in Business, Accounting, Finance, Analytics, or related field.	and	2 years of	Experience in accounts payable, invoicing, and other accounting functions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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					
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			
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.