AUBURN
Human Resources

Asst Dir, Payment Services

Job Description

JOB INFORMATION

Job Code	KA13
Job Description Title	Asst Dir, Payment Services
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/27/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general direction of the Procurement and Business Services Director, oversees all operations related to payment services. Provides guidance and support regarding policy, procedures, and best practices to ensure solid financial controls and prudent stewardship of University funds.

RESPONSIBILITIES

- Oversees the Payment Services Unit including the University P-card program, Audit, and Post Payment/Customer Service. Responsible for the implementation of new Payment Services initiatives and reviews and approves/denies high risk transactions. Researches payment policies across other schools and universities to ensure best practices.
- Acts as liaison between Procurement and Business Services Central Business Office and individual colleges, schools, departments, and outside constituents. Builds and maintains positive partnerships with campus stakeholders through face-to-face meetings, training, developing and driving communication efforts, developing new committees to discuss payment related issues, making routine outreach to campus stakeholders, and providing guidance on complex payment and travel related issues.
- 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 for the purposes of process improvement and strategic planning.
- Leads process changes to payment systems and reviews existing policies in order to improve efficiencies and better utilize University resources. Responsible for overseeing system upgrades and implementation of new technology. Continuously reviews processes, policies, and procedures in search of areas for improvement.
- Manages audit and approval of IRS 1099 files and records, as well as preparation of the annual IRS 1099 file.
- Supervises Payment Services staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree in Business Management, Business Administration, Finance, Accounting, or other related field.	and	5 years of	Exempt-level experience in business operations, accounting services, and/or accounts payable showing progressively increasing levels of responsibility and accountability. Experience in making complex decisions that may be related to the deployment of new methods, procedures, and programs. At least one year of experience hiring, developing, supervising, and evaluating professional staff.	

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 accounting principles, practices, and the analysis of financial data.	
Knowledge of applicable state and federal laws.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.