AUBURN
Human Resources

Mgr, Payment Services

Job Description

JOB INFORMATION

Job Code	KA47
Job Description Title	Mgr, Payment Services
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/29/2018

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- Develops, implements, and maintains all payment systems, internal controls, and departmental processes and procedures as they relate to payment processing.
- 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.
- 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.
- Enforces Payment Services policies and procedures and collaborates with Payment Services Assistant Director regarding recommended policy changes.
- Assists the Procurement and Business Services Director and Payment Services Assistant Director with strategic planning, goal setting, and new technology implementations.
- 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.

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 related field.	and	5 years of	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 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.	
Knowledge of internal controls as it relates to accounts payable processing preferred	

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.