
Auburn University Job Description

Job Title: **Supv, Accounts Payable**

Job Family: No Family

Job Code: **DF08**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

Job Summary

Oversees the Auburn University accounts payable office.

Essential Functions

1. Oversees the purchasing card reconciliations, travel vouchers and other financial documents to ensure all expenditures are made in accordance with state regulations and University guidelines.
2. Communicates with campus departments and employees to inform and advise about confidential matters, policies, procedures, and regulations in regards to accounts payable issues.
3. Provides training to university employees on accounts payable issues for their departments.
4. Monitors and oversees the purchasing card general ledger account to ensure that it is in balance at month end.
5. Reviews the Purchasing Card reports received from the Financial Institutions and acts as a liaison between the University and the Financial Institutions.

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>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	8	Experience in accounts payable processing

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 accounts payables policies and procedures, financial record management, and basic accounting principles and practices. Developed supervisory skills.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2012
