

---

## Auburn University Job Description

Job Title: **Asst Dir, Payment Services**

Job Family: No Family

Job Code: **KA13**

Grade FO12 \$66,900 - \$120,400

FLSA status: Exempt

---

### 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.

### Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. Manages audit and approval of IRS 1099 files and records, as well as preparation of the annual IRS 1099 file.
6. 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.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Management, Business Administration, Finance, Accounting, or other related field.
<b>Experience (yrs.)</b>	5	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 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 accounting principles, practices, and the analysis of financial data. Knowledge of applicable state and federal laws.

#### 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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 8/27/2018

---