

# Job Family Matrix

<b>Job Function:</b> Finance		<b>Job Family:</b> Accounts Payable – Management	
<b>Job Family Summary:</b> Manage accounts payable operational practices to create the highest level of organizational efficiency possible, including the timely processing of accurate and legitimate vendor invoices, accurate recording in the appropriate general ledger accounts, and the accrual of obligations and expenses that have not yet been completely processed.			
<b>Job Title:</b> Accounts Payable Mgt II		<b>Job Title:</b> Accounts Payable Mgt III	
<b>Job Code:</b> F0256M		<b>Job Code:</b> F0257M	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017		<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Supervise the day-to-day operational activities related to accounts payable and cash management for a school or unit.		Manage operational activities related to accounts payable and cash management for a school or unit.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Manage AP operations, conduct internal and external audits, and oversee vendor operations</li> <li>• Address and participate in problem resolution for AP, Cash Management, and Travel reimbursements</li> <li>• Oversee quality control for operating advances, international bank accounts, corporate credit cards, purchasing cards, and petty cash</li> <li>• Assist in developing departmental financial policies and procedures</li> <li>• Enforce policies and procedures as well as post-audit reviews</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Oversee areas such as: invoice payment, travel, P-card, Corporate Card, operating advances, employee and non-employee reimbursements and petty cash</li> <li>• Monitor service levels, address areas of concern</li> <li>• Evaluate AP procedures and systems, recommend improvements</li> <li>• Develop and distribute communications to internal and external constituencies</li> <li>• Resolve non-compliance issues and ensure data integrity of systems</li> <li>• Create and maintain accounts payable training materials; act as a resource to school/unit staff</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Provide direction and guidance to staff and customers in such areas as invoice payment, travel, P-card, Corporate Card, operating advances, employee and non-employee reimbursements and petty cash</li> <li>• Collaborate on the development of new AP procedures within school/unit that support university-wide policies and initiatives</li> <li>• Manage and ensure data integrity of systems</li> <li>• Participate in planning for systems and policies including such activities as new system implementations and effective operationalization of new University/school policies</li> <li>• Analyze metrics and identify opportunities to streamline processes; develop and implement action plans for improved procedures</li> <li>• Develop and distribute communications to internal and external constituencies</li> <li>• Ensure department’s accurate and timely financial reporting; research and implement solutions</li> <li>• Create and maintain accounts payable training materials; act as a resource to school/unit staff</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	

## Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant work experience</li> <li>• Supervisory experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, intermediate excel skills</li> <li>• Working knowledge of basic financial operations principles</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Knowledge of advanced financial operations principles</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• MBA or Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Knowledge of advanced financial operations principles</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Finance	<b>Job Family:</b> Accounts Payable – Management
<b>Job Family Summary:</b> Manage accounts payable operational practices to create the highest level of organizational efficiency possible, including the timely processing of accurate and legitimate vendor invoices, accurate recording in the appropriate general ledger accounts, and the accrual of obligations and expenses that have not yet been completely processed.	
<b>Job Title:</b> Accounts Payable Mgt V	
<b>Job Code:</b> F0259M	
<b>Grade Level:</b> 59 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>	
Lead operational activities related to accounts payable and cash management. Ensure efficient operations, processing and customer service standards.	
<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Develop and monitor effective accounting processes and systems to maintain accounting controls and support school/unit financial planning</li> <li>• Oversee the processing and verification of invoices, coding of expenses, preparation of vouchers and issuance of checks for payment</li> <li>• Responsible for operations such as: invoice payment, travel, P-card, Corporate Card, operating advances, employee and non-employee reimbursements, petty cash, and record maintenance</li> <li>• Lead planning for systems and policies including such activities as: new system implementations and effective operationalization of new University/school policies</li> <li>• Develop and implement effective customer service standards</li> <li>• Collaborate with University-wide finance leadership to continuously improve processes, policies and procedures</li> <li>• Facilitate audit preparedness, ensure information accessibility, and collaborate with auditors to implement solutions</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	

# Job Family Matrix

## Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

## Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting