

## **Finance Job Function**

### **Accounts Payable Mgt II**

**Grade:** 56

**Job Code:** F0256M

**Job Family:** Accounts Payable

**Job Family Matrix:** [Accounts Payable \(Finance\) Matrix](#)

#### **Summary**

Supervise the day-to-day operational activities related to accounts payable and cash management for a school or unit.

#### **Core Duties**

- 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
- Manage AP operations, conduct internal and external audits, and oversee vendor operations
- Address and participate in problem resolution for AP, Cash Management, and Travel reimbursements
- Oversee quality control for operating advances, international bank accounts, corporate credit cards, purchasing cards, and petty cash
- Assist in developing departmental financial policies and procedures
- Enforce policies and procedures as well as post-audit reviews
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

#### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

#### **Additional Qualifications and Skills**

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial operations principles
- Supervisory experience

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting