

Finance Job Function

Accounts Payable Mgt III

Grade: 57

Job Code: F0257M

Job Family: Accounts Payable

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

Summary

Manage 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
- Oversee areas such as: invoice payment, travel, P-card, Corporate Card, operating advances, employee and non-employee reimbursements and petty cash
- Monitor service levels, address areas of concern
- Evaluate AP procedures and systems, recommend improvements
- Develop and distribute communications to internal and external constituencies
- Resolve non-compliance issues and ensure data integrity of systems
- Create and maintain accounts payable training materials; act as a resource to school/unit staff
- 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 5 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles
- Supervisory experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting