Finance Job Function

Accounts Payable Mgt IV
Grade: 58
Job Code: F0258M
Job Family: Accounts Payable
Job Family Matrix: [Accounts Payable (Finance) Matrix](#)

Summary
Oversee and manage accounts payable and cash management operations areas charged with processing timely payments, maintenance of accurate records, and reporting.

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
- 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
- Collaborate on the development of new AP procedures within school/unit that support university-wide policies and initiatives
- Manage and ensure data integrity of systems
- Participate in planning for systems and policies including such activities as new system implementations and effective operationalization of new University/school policies
- Analyze metrics and identify opportunities to streamline processes; develop and implement action plans for improved procedures
- Develop and distribute communications to internal and external constituencies
- Ensure department's accurate and timely financial reporting; research and implement solutions
- 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 7 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