Finance Job Function

Accounts Payable Mgt V
Grade: 59
Job Code: F0259M
Job Family: Accounts Payable
Job Family Matrix: [Accounts Payable (Finance) Matrix](#)

Summary
Lead operational activities related to accounts payable and cash management. Ensure efficient operations, processing and customer service standards.

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
- Develop and monitor effective accounting processes and systems to maintain accounting controls and support school/unit financial planning
- Oversee the processing and verification of invoices, coding of expenses, preparation of vouchers and issuance of checks for payment
- Responsible for operations such as: invoice payment, travel, P-card, Corporate Card, operating advances, employee and non-employee reimbursements, petty cash, and record maintenance
- Lead planning for systems and policies including such activities as: new system implementations and effective operationalization of new University/school policies
- Develop and implement effective customer service standards
- Collaborate with University-wide finance leadership to continuously improve processes, policies and procedures
- Facilitate audit preparedness, ensure information accessibility, and collaborate with auditors to implement solutions
- 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 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