University of Rhode Island
Position Description

TITLE: Accountant (Accounts Payable)

DIVISION: Administration

REPORTS TO: Assistant Manager, Accounting Office

SUPERVISES: N/A

GRADE: 9

BASIC FUNCTION:

Participate in the administration of the University's purchasing card program, including monitoring and training. Responsible for periodic billing, collection and reconciliation of payments on construction projects funded by various sources. As deemed necessary, is responsible for undertaking special projects and reconciliations to assist the Assistant Manager, Manager of Accounts Payable and/or Assistant Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement, administer and monitor the University’s purchasing card system. Maintain P-Card user templates and reporting hierarchy. Maintain users on P-Card system.

Prepare and update policies and procedures on the use of the purchasing card. Train departments in the use of the purchasing cards. Assist departments in preparing applications for use of the purchasing card.

Audit the purchasing card vendor’s monthly invoices and backup documentation submitted by a department for proper documentation, authorization and allow-ability with University, State and Federal policies. Responsible for accounting and posting of all expenditures in the University’s financial system.

Responsible for continuously reviewing current cardholders, credit limits, allowable purchases. Act as the help desk for all purchasing card activity.

Consistently monitor the purchase card vendor’s website for fraudulent charges, and work with purchase card vendor to report and clear questionable or fraudulent charges on a timely basis.
Responsible for the accounting and reconciliation of major construction activities at the University. Invoice funding agencies periodically for invoices paid through the University’s financial system and reconciliation to the general ledger. Enter billing information into the State of Rhode Island’s financial systems for reimbursement to the University and/or payments to vendors.

Assist in the implementation of new modules, upgrades, enhancements or modifications to the University’s financial system which directly or indirectly affect accounts payable and all related interfaces.

Process or assist staff with complex purchase orders and vouchering invoices into the University’s financial systems.

OTHER DUTIES AND RESPONSIBILITIES:

As necessary, serve as backup for the Assistant Manager.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in accounting, finance, mathematics or related field; minimum of 2 years of accounting experience working in an accounting or accounts payable office, preferably in a higher education or government environment; demonstrated experience in accounting, reconciling and tracking complex projects with multiple funding sources; computer knowledge and experience, including competency in Windows, Excel and Word; ability to communicate effectively verbally and in writing, and to prepare and deliver oral presentations to various University groups; excellent interpersonal skills and demonstrated ability to be a team player; demonstrated ability to work with diverse groups.

Preferred: Experience with purchasing card implementation and/or administration; experience with PeopleSoft, Oracle or other ERP systems.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.