

Class Code:0110-Rev
Position#:(PTAA) (E)
Developed by...TC
Reviewed by:... SG
Approved by:... LK
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12/13;4/16;10/17

**University of Rhode Island
Position Description**

TITLE: Accountant (Accounts Payable)
DIVISION: Administration and Finance (Controller)
REPORTS TO: Manager, Accounting (Travel/Purchasing and Travel
Cards/Miscellaneous Disbursements)
GRADE: 9
SUPERVISES: Support staff, Student workers

BASIC FUNCTION:

Participate in the administration of the University's purchasing and travel card programs, including monitoring and training. Responsible for undertaking special projects and reconciliations to assist the Managers of Accounts Payable and/or Associate Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement, administer and monitor the University's purchasing and travel card system. Maintain purchasing card and travel card user templates and reporting hierarchy. Maintain users on purchasing card and travel card systems.

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

Audit the purchasing and travel cards 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 purchasing and travel card transactions through electronic feeds from credit card company within the University's financial system.

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

Consistently monitor authorizations and posted transactions made with the purchase or travel card within the banking website for fraudulent charges, and work with the card holder or bank to report and clear questionable or fraudulent charges on a timely basis.

Responsible for the reviewing, approving and posting journal entries related to reclassifications of purchase and travel card expenditures.

Responsible for general ledger account reconciliations as they relate to purchase and travel card expenditures, including prepaid and clearing accounts.

Update URI traveler profiles with the respective URI travel card(S) within the State Travel Agency Portal.

Assist Manager on approving new URI traveler profiles and assist travelers with questions on State Travel Agency Portal.

Supervision of staff to include training, answering questions and reviewing work product.

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

OTHER DUTIES AND RESPONSIBILITIES:

As necessary, serve as backup for the 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 (or an advanced degree) in accounting, finance, mathematics or related field; Minimum of two years of accounting experience working in an accounting or accounts payable office; Demonstrated experience in accounting, reconciling and tracking general ledger activity and balances; Demonstrated computer knowledge and experience, including Windows, Excel and Word; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to prepare and deliver oral presentations to various University groups; Demonstrated ability to be a team player; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of two years of accounting experience working in an accounting or accounts payable office in a higher education or government environment; Demonstrated experience with purchasing and travel card implementation and/or administration; and, Demonstrated experience with PeopleSoft, Oracle or other ERP systems.

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