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Position#: (PSA) (E)
Developed by:.....TC
Reviewed by:.....SG; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Accounting (Accounts Payable)
DIVISION: Administration & Finance (General Accounting)
REPORTS TO: Associate Controller (Accounting Operations)
GRADE: 12
SUPERVISES: Fiscal and clerical staff

BASIC FUNCTION:

Supervise the daily operations and functions of an accounts payable office, including, but not limited to, processing of invoices, vendor payments, training and communication with vendors, State and University departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the overall flow of accounts payable financial documents through the University's accounting system to insure accuracy, timeliness and adherence to established University and State policies and procedures.

Supervise the Accounts Payable Office staff, including the pre-auditing and posting of purchase order-related documents and non-purchase order-related documents for processing through the University's and the State of Rhode Island's accounts payable systems.

Review vendors' statements, respond to vendor complaints, problem-solve vendor/invoice issues and facilitate positive vendor relations.

Create and maintain documentation regarding accounts payable procedures.

Responsible for implementing and changing staff work assignments, procedures, and processing methods to meet operational needs.

Communicate with the University and State Purchasing Offices, as well as with the State Controller's Office to facilitate the processing of vendor invoices.

Work with the Associate Controller to create training materials and conduct training sessions for Accounts Payable staff and/or groups of end users.

Train the Accounts Payable staff on new and existing systems, upgrades to the University's accounts payable system, and any other University, State or Federal regulations, policies or procedures.

Communicate with the University community, outside agencies, vendors, and others regarding the processing of external vendor payments.

Reconcile outstanding advances.

Perform monthly reconciliation of Accounts Payable to the General Ledger.

Review department accounts payable correction journals prior to posting in system.

Review and identify year end accounts payable accruals at year end.

OTHER DUTIES AND RESPONSIBILITIES:

Provide assistance to all internal and external auditors regarding the review of current and prior activity.

As necessary, serve as backup for the Manager of Accounting (Travel/PCard/Miscellaneous Disbursements).

Perform other special projects and reconciliations to assist the Associate Controller.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's or Master's degree in accounting, finance, business administration or other business-related field; Minimum of three years of professional accounting experience; Demonstrated supervisory experience; Demonstrated computer knowledge and experience (including competency in Windows, Excel and Word); Demonstrated knowledge of and experience with complex financial software systems (Oracle, PeopleSoft, Banner, etc); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to be a team player; Demonstrated ability to prepare and deliver oral presentations to various groups; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working in a government or higher education environment; and, Demonstrated experience implementing and upgrading an accounts payable system.

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