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Developed by:.....DB
Reviewed by:.....LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Accounting (Travel/Purchasing and Travel Cards/Miscellaneous Disbursements)

DIVISION: Administration and Finance

REPORTS TO: Associate Controller (Accounting Operations)

GRADE: 12

SUPERVISES: Fiscal and clerical staff

BASIC FUNCTION:

Supervise the daily operations and functions of the travel and miscellaneous disbursements office, including, but not limited to, processing of travel and miscellaneous disbursement invoices, purchasing and travel card programs and transactions, training, and communication with vendors, State and University departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the overall flow of travel, purchase and travel card and miscellaneous disbursement financial documents through the University's accounting system to insure accuracy, timeliness and adherence to established University and State policies and procedures.

Supervise the travel, purchase and travel card and miscellaneous disbursements office staff, including the pre-auditing and posting of invoice documents for processing through the University's accounts payable and travel expense systems.

Administer the University's purchasing and travel card programs, including maintenance of cards, user templates and the reporting hierarchy, implementation and related training, and ensure prompt updating of the University's accounts payable and travel expense systems.

Responsible for maintaining the State Travel Agency portal, including traveler information and software updates.

Create and maintain documentation regarding travel, purchase and travel card and miscellaneous disbursements procedures.

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

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Work with the Associate Controller to create training materials and conduct training sessions for staff and/or groups of end users on travel, purchase and travel card and miscellaneous disbursements.

Train the staff on new and existing systems, upgrades to the University's accounts payable and travel expense systems, 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.

Perform general ledger account reconciliations related to purchase and travel card expenditures.

Review journal entries related to reclassifications of purchase and travel card expenditures.

Identify and review year end travel and miscellaneous disbursement accruals.

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 (Accounts Payable).

Perform additional related 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 degree or higher in accounting, finance, business administration or other business-related field; minimum of three years of professional accounting experience (preferably in an accounts payable office, government or higher education environment); demonstrated supervisory experience; demonstrated experience with Microsoft Office Suite; demonstrated knowledge of and experience with complex financial software systems; demonstrated strong verbal and interpersonal communication skills; demonstrated proficiency with written communication skills; and, demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience managing and implementing a purchasing and travel card program; demonstrated experience with PeopleSoft, Oracle, or other ERP systems; and, demonstrated experience overseeing complex travel reimbursements.

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