

Job Code:.....100807D
Position #: (PSA) (E)..9658
Developed by:.....TC
Reviewed by:.....DLJ, LK
Approved by:.....LK
Date.....08/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Business Analyst (Vendor and Payment Disbursement)
DIVISION: Administration and Finance (Controller's Office)
REPORTS TO: Associate Controller, Accounting Operations
GRADE: 12
SUPERVISES: May supervise support staff and/or student workers

BASIC FUNCTION:

Responsible for assisting the Associate Controller of Accounting Operations, the Manager of Accounting and the Manager of Accounts Payable in the General Accounting Office with accounting, disbursement and maintenance of the University's vendor file.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for setting up and performing Accounts Payable vendor maintenance functions. Successfully prioritize and resolve vendor related issues and ensure consistent internal and external excellence. Maintain and manage new vendor registration documents. Perform vendor audits and compliance reviews. Perform TIN Matching on vendors through the IRS Portal and investigate any errors or kickbacks.

Responsible for the weekly processing of accounts payable, student refund, special handling, and expense reimbursement payments that include checks, ACH and wire payments. Investigate and follow through on any missing or returned payments with the vendor.

Work with Cash Reconciliation on uncashed checks and the escheatment process.

Daily review of the PeopleSoft system on vouchers that are not posting because of exceptions; follow up with the Accounts Payable and Accounting Managers on any unresolved discrepancies.

Backup to the Senior Business Analyst (General Accounting office) on year end 1099 reporting to the Internal Revenue Service. Correct vendor file for any missing or incorrect information.

Weekly processing of internal banking transactions that include payroll transactions, internal vendor transactions and wire transactions. Reconcile to source documents, if applicable.

Responsible to review, analyze and post subsystem feeds that include central mail, print services, telephone, automotive and bookstore. Reconcile to source documents, if applicable.

Responsible for the filing of all source documents (accounts payable, expense reports, subsystem feed documents). Maintenance of source documents in storage either locally or off site. Responsible to provide source documentation for external reviewers when necessary.

Investigate with Enrollment Services and Financial Reporting of any student refund returns and determine the appropriate processing.

Assist the Associate Controller in testing upgrades, fixes and new implementation of software. When necessary, provide testing support to end users and assist in updating procedural manuals.

Develop recommendations for new and/or improved procedures as appropriate.

Prepare Credit Applications for review and approval by the Associate Controller.

Participate in the development of effective management policies and procedures as requested.

OTHER DUTIES AND RESPONSIBILITIES

Handle information of a sensitive and confidential nature.

Assist the Controller, Associate Controller and/or Accounts Payable Manager as directed, and perform any and all other duties as assigned.

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; Minimum of three years of progressively responsible employment experience in an accounting office; Demonstrated progressive experience in financial analysis; Demonstrated computer skills (including spreadsheet, database management, query, and word processing); Demonstrated ability to understand accounting and accounts payable concepts; Demonstrated mathematical and analytical skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated organizational skills; Demonstrated ability to work independently and as part of a team; Demonstrated ability to balance multiple priorities; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's or Master's degree in accounting, finance, business or related field; Demonstrated experience with payment distribution and vendor maintenance; Demonstrated experience in Microsoft Excel; and, Demonstrated experience with PeopleSoft or Oracle ERP systems.

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