

Sul Ross State University Position Description

Position: Accounts Payable Supervisor (CLASSIFIED)

Group: 11 Exempt

Job Code: 4045

Summary: Function: Provides supervisory, accounting, data processing, and clerical skills necessary to maintain the accounting records, accounts payable function, processing of travel expenditures and fulfill the financial reporting obligations of the University.

Scope: Responsible for applying sound accounting principles and for assuring that financial transactions, invoices, travel expenditures, and other accounts payable transactions are in accordance with state requirements and are promptly, accurately, and efficiently processed.

Responsibilities: Responsible for supervision of the accounts payable department. A/P functions, including university travel. The supervisor will monitor the staffs A/P work load, files, and reports and will include reviews of work performed. Duties performed included the following; Processes (A/P, Refunds, Travel), Review Purchase Orders and coding, Review vouchers before conversion to Requisition, Review requisitions before conversion to Purchase Order, Review Purchase Orders before payment, Unencumber travel encumbrances, Run Open Travel Encumbrance Reports (ALP & RGC), Personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Along with this position the accounts payable supervisor will learn and know the skills to be the back up to Travel Accountant.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Position is Security Sensitive.

Supervision: The Accounts Payable Supervisor will direct the accounts payable staff and travel accountant. Accounts Payable Supervisor is under the supervision of the Risk & Compliance Manager.

Education: Required: High School graduate or equivalent with courses in business, bookkeeping.

Experience

Required: Minimum four years' experience or training in accounts payable, accounting or related field.

Preferred: Some or all experience gained in a university accounting office. Bachelor's degree in Business Administration.

Equipment/Skills

Required: General computer skills; Microsoft Office Suite-spreadsheet skills; other standard office machines, report writing.

Working Conditions: Office conditions; standard hours. Exempt from overtime provisions. Position is Security Sensitive. Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May 24, 2018