

Job Description



UNIVERSITY OF HARTFORD

Position Title: Accounts Payable Manager

Emp Class: A1

Grade: F

Job Code: A2894

Date Posted: July 2011

This is a regular, full-time exempt position, minimum 40 hours per week.

POSITION SUMMARY

Assumes responsibility for the daily operations of the Accounts Payable department. Works closely with department staff, other University departments and external auditors to perform quarterly and annual financial and tax reporting.

KEY RESPONSIBILITIES

% OF TIME

Manages the overall Accounts Payable function ensuring quality customer service to internal and external constituencies. Provides management, guidance, training and evaluation to the Accounts Payable Specialists. Authorizes all invoices for payment. Ensures the timely and accurate payment of University expenses. Serves as the liaison with banks on Accounts Payable issues.*	30%
Ensures the accuracy and completeness of the fixed asset sub-ledger. Reconciles the sub-ledger to the general ledger. *	15%
Develops and communicates Accounts Payable policies and procedures to the University community through regular training and electronic communication. Manages the Purchasing Card and travel policy initiative as necessary, working closely with various departments to provide assistance in the effective administration of these programs. *	15%
Serves as the liaison with Information Technology Services on various issues and projects, as necessary and appropriate. *	10%
Provides technical assistance to the University community regarding Banner Finance and other finance related programs and procedures, including the Purchasing Card. *	10%
Reconciles various University general ledger accounts. Prepares and reviews journal vouchers. Reviews and verifies all interdepartmental journal vouchers for data entry.*	10%
Works closely with external auditors on the University's financial statements. Assists both internal and external constituencies throughout the fiscal year as well as during the year-end closing process. *	5%
Oversees tax compliance and prepares various monthly, quarterly and annual tax filings related to 1099, unclaimed property, sales and use, entertainment and 990 reporting. *	5%

Performs other related duties as assigned.

* Indicates an "essential" job function.

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WORKING CONDITIONS

Normal office situation.

PHYSICAL EFFORT

Typically sitting at a desk or table.

KEY JOB REQUIREMENTS

Formal Education:	Bachelor's Degree required.
Work Experience:	3 years to < 5 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.
Complexity:	Analytical. Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervisor is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Internal Communication:	Requires regular contacts with internal persons of importance and influence. Involving considerable tact, discretion and persuasion in obtaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
External Communication:	Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.
Customer Relations:	Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.
Managerial Skills:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plan, assign, and evaluate the work of subordinates for effective operation and results.
Knowledge & Skills:	Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (ie., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.
Special Skills:	<i>* The ability to work effectively with diverse groups.</i>

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