## JOB INFORMATION

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>3/14/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>3133</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Director, Accounts Payable</td>
</tr>
<tr>
<td>Salary Grade/Structure:</td>
<td>060 - Admin-Professional</td>
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<tr>
<td>Career Level Name:</td>
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<tr>
<td>FLSA Name:</td>
<td>Exempt</td>
</tr>
<tr>
<td>EEO Code:</td>
<td>10-Exec/Admin/Mgmt</td>
</tr>
<tr>
<td>Job Function:</td>
<td>Finance &amp; Accounting</td>
</tr>
<tr>
<td>Job Family:</td>
<td>Accounting</td>
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</table>

### Job Summary

The Director, Accounts Payable will plan, coordinate and administer the operational, financial, administrative, and technical operations of the Accounts Payable (A/P) and travel processes for the University. Process and review A/P transactions to the Uniform Statewide Accounting System (USAS). Assist university departments with A/P questions and issues. Work with all University of Houston System A/P departments on PeopleSoft and A/P related issues. Meeting the needs of the institution in its mission of education and research.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
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</thead>
<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>or an equivalent combination of education and experience.</td>
<td>Required</td>
</tr>
<tr>
<td>Master's Degree</td>
<td></td>
<td>Preferred</td>
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### Work Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considerable yrs</td>
<td>Accounts Payable experience in higher education</td>
<td>Required</td>
</tr>
<tr>
<td>Some yrs</td>
<td>travel experience</td>
<td>Required</td>
</tr>
<tr>
<td>Less than 3 yrs</td>
<td>experience in a State of Texas higher education institution</td>
<td>Preferred</td>
</tr>
<tr>
<td>Less than 3 yrs</td>
<td>PeopleSoft experience</td>
<td>Preferred</td>
</tr>
</tbody>
</table>
Knowledge, Skills and Abilities

- Must have good oral and written communication skills, including the ability to work with wide and varying groups of vendors and internal customers. **Skilled**
- Strong interpersonal skills in order to maintain effective working relationships. Must have good organizational and analytical skills. **Skilled**
- Knowledge of accounting systems, strong analytical skills and problem solving ability. **Skilled**

JOB RESPONSIBILITIES

Campus Security Authority
Remote Work Capable

Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for the Accounts Payable (A/P) and Travel Department of the university. This includes evaluating, training and supervising A/P and Travel staff</td>
<td>20%</td>
</tr>
<tr>
<td>Audit and approve various A/P, Travel and service center documents. This includes but is not limited to purchase order payments, the central billed airline credit card account, and hotel travel credit card account. Responsible to make sure the processing of invoices and checks to vendors takes place. Run weekly reports to identify problems with vouchers. Audit and approve p-card journals and batch process for payment to credit card company.</td>
<td>30%</td>
</tr>
<tr>
<td>Review A/P transactions for compliance with state and university requirements. Responsible for Uniform Statewide Accounting System (USAS) reporting, deleting vouchers, releasing batches, and troubleshooting state problem vouchers.</td>
<td>20%</td>
</tr>
<tr>
<td>Solve A/P problems with State of Texas Comptroller and vendors. This includes voiding and reissuing state warrants. Handles inquiries regarding sensitive matters dealing with individual vendors and staff.</td>
<td>15%</td>
</tr>
<tr>
<td>Coordinate with UHS A/P Directors for updating and improving A/P policies and procedures.</td>
<td>5%</td>
</tr>
<tr>
<td>Advise departmental representatives concerning policies related to specific situations and ensure policies are adhered. Resolving diverse and complex issues where analysis of situations from departments, A/P and Travel requires an in-depth knowledge of rules to resolve. Attend monthly meetings to keep department liaisons abreast of issues pertaining to A/P and Travel.</td>
<td>10%</td>
</tr>
<tr>
<td>Other duties as assigned.</td>
<td>0%</td>
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PRE-EMPLOYMENT

<p>| | |</p>
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<tr>
<td>MVR:</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminal History:</td>
<td>Yes</td>
</tr>
<tr>
<td>Physical Exam:</td>
<td>No</td>
</tr>
<tr>
<td>Hearing Exam:</td>
<td>No</td>
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<tr>
<td>Pulmonary Function Test:</td>
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PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support
### Physical Demands

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<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
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</thead>
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<tr>
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<tr>
<td>Walking</td>
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<tr>
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<tr>
<td>Lifting</td>
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<tr>
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<tr>
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<tr>
<td>Kneeling</td>
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<td>Repetitive Motions</td>
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<tr>
<td>Eye/Hand/Foot Coordination</td>
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### Working Environment

<table>
<thead>
<tr>
<th>Working Condition</th>
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<th>Constantly</th>
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<tbody>
<tr>
<td>Extreme cold</td>
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<td>Extreme heat</td>
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### Travel Requirements

<table>
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<tr>
<th>Estimated Amount</th>
<th>Brief Description</th>
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