

University of Houston – Clear Lake

Position Description

Job Title: **Director, Accounts Payable**

Job Code: **3133**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or an equivalent combination of education and experience.	Master's degree
Experience	Seven years Accounts Payable experience in higher education. Three years travel experience.	Experience in a State of Texas higher education institution. PeopleSoft experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION 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.

Duties and responsibilities	% Time
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.	30
Responsible for the Accounts Payable (A/P) and Travel Department of the university. This includes evaluating, training and supervising A/P and Travel staff .	20
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.	20
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.	15
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. Coordinate with UHS A/P Directors for updating and improving A/P policies and procedures. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.