

TITLE: <u>Payment Expeditor</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA415</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform clerical and bookkeeping work routines reviewing, reconciling, auditing and processing vendor statements and invoices to ensure accounts payables are processed in accordance with established University policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Review and reconcile vendor statements and invoices. Resolve vendor payment problems, e.g. credit holds, duplicate shipments, payments and outstanding invoices. Contact appropriate vendor representatives and University personnel (accounting/purchasing) to clarify and resolve monetary discrepancies and general vendor payment problems.
- Process invoices. Review and verify outstanding invoices to determine status of vendor payment. Regulate and monitor manual check generation process. Monitor and participate in processing of "rush" checks.
- Compile data and prepare reports regarding department operational activities. Report vendor overpayments, outstanding invoices and total vendor payments. Batch logs of payment documents processed; prepare productivity and/or workflow records and activity reports.
- Provide functional supervision to an average number (3-6) of clerical, data entry and student support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Answer routine questions and provide general assistance regarding accounts payable procedures.
- Operate computer terminal and standard office equipment. Review, monitor and correct data entry coding errors and rejections via accounts payable system. Provide data entry support as needed.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to perform procedural bookkeeping and clerical work routines reconciling, auditing and processing accounts payable statements and invoices to ensure that University incurred bills are paid in a prompt manner. Work activities involve thinking within well defined somewhat diversified procedures or established precedents. The level of freedom to act or accountability is subject to standardized practices, procedures and supervisor review. Functional supervision is exercised over an average number (3-6) of data entry, clerical and student support personnel. This classification is generally located in the Department of Accounts Payable in the Division of Fiscal Operations. This classification reports to and receives work direction from a supervisory staff and/or coordinator level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Reasonable coursework in bookkeeping principles and practices.
- Reasonable experience in and knowledge of accounts payable operations and procedures.
- Reasonable knowledge of University accounting and purchasing operations and procedures.
- Ability to operate standard office equipment.
- Reasonable office experience; light typing with an emphasis on accuracy; data entry skills.
- Strong organizational skills; keen attention to detail.
- Some supervisory experience preferred.
- Typically, incumbents have held positions as Accounting Clerk, Office Clerk and/or Secretary.