



Position Title: Accounts Specialist Senior
Reports To: Assistant Director
Department: Accounts Payable
Prepared By/Date: Diana Carrasco Landauer/6-28-2010
Approved By/Date: Sally Baudin/6-30-2010
Revised: Jennifer C. Brito/7-2-2010

Job Code: 4405
Job Group: SNE
Salary Grade: 10
FLSA Status: Non-exempt

Summary:

Processes Travel and Mileage Reimbursement for Employees according to Procedure 3400, issue travel advances, reconcile Athletics and Student Travel. Reconciles air ticket statements on a monthly basis and assists in preparing monthly board report. In addition, verifies and processes vendor payments and assists vendors and College personnel require payment information as well as system or procedure related questions.

Essential Duties and Responsibilities:

- Processes travel and mileage reimbursements for Employees according to Procedure 3400.
- Verifies and processes vendor payments.
- Processes travel advances and reconcile athletics and student travel.
- Assists vendors and College personnel acquire payment information as well as system or procedure related questions.
- Assists supervisor with day-to-day functions or in the supervisor's absence.
- Assists in preparing monthly travel board report.
- Reconciles airline ticket statement on a monthly basis.
- Performs other related duties assigned.

Knowledge, Skills and Abilities:

- Knowledge of operating systems, word-processing and computer software including Excel, Microsoft Word, and Windows.
- Knowledge of how payment process works.
- Excellent communication and customer service skills.
- Excellent organizational and interpersonal skills.
- Ability to communicate orally and in writing.
- Ability to write routine reports and correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze, evaluate, research invoices and compare to purchase order information.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to maintain effective interpersonal relations with students, faculty, and administration.
- Ability to meet and deal effectively with the public, and to use tact and good judgment.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible in accounting, finance, or payroll preferably in a large office environment; or equivalent combination of experience and education and one (1) supervising experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name