Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 0107 - Administrative Program Assist	**b. Competency Level:**
c. Effective Date 4/12/2015	**d. Position No:** H99918
e. Working Title: Accounts Payable/Travel Lead	**f. Work Unit:** Business Office
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** Denise Reid
j. Work Location: Klamath Falls - Snell Hall	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

This position is part of the Business Affairs Office at Oregon Institute of Technology, and institution of higher education serving over 3,000 students. Business and financial policies are administered through the Business Affairs Office with the approval of the Vice President for Finance and Administration. The role of the office includes supporting Oregon Tech compliance with federal and state regulations and policies. The Business Office provides a variety of services to students, faculty, staff, campus departments and vendors. Primary functions are accounting and financial reporting, accounts payable, accounts receivable, cashier services, payroll, procurement, asset control and travel.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

This position serves the accounts payable and procurement functions and is responsible, in conjunction with another accounting technician, for auditing and processing accounts payable documents, administering the travel program and reimbursements, administering the procurement card program, assisting with vendor relations, accounting reconciliations and ensuring data quality. This position comes into contact with administrators, deans, directors, department chairs, faculty, staff, students, vendors and the various public served by the University and requires strong communication skills, a high level of customer service, and a thorough understanding of University policies, procedures, and operations. The incumbent must have strong teamwork skills and ability to work cooperatively with the other Accounts Payable staff member to meet office objectives and customer needs.

SECTION 3. DUTIES

a. Major Duties

35% - Travel Auditor Duties

Audit and enter in Banner FIS all travel related documents for proper documentation and limits. Prepare travel related information to present and train all personnel involved in travel reimbursement preparation. Provide one on one training as needed and answer all travel related questions presented to the Business Affairs office. Prepare month end journal voucher for air travel and auto rentals. Update Oregon Tech travel rate sheet and communicate change to campus as needed.

40% - Accounts Payable Duties

Audit FIS invoices from outside vendors for proper documentation and budget authority approvals. Verify proper fund and account coding based on GAAP accounting principles and OUS Fiscal Policy Manual guidelines. Verify that contracts and POs have been executed if required by OIT policy. Verify that invoices comply with the terms and conditions of executed contracts or POs. Work with the Contracts and Purchasing department to ensure procurement policies are being applied consistently. Train new office staff on POs and invoice processing.

15% - General Reconciliation Duties

Prepare monthly reconciliations of prepaid expense and accrued liabilities accounts. Create journal voucher as needed to adjust to current reconciled balances. Review vendor statements monthly for any discrepancies between vendor records and OIT records. Resolve any discrepancies and make adjustments as needed.

5% - P-card Auditing Duties

In conjunction with the Contracts and Purchasing department perform ad hoc field auditing of departmental p-card documents to ensure compliance with policy.

5% - Other Duties

Provide relief cashiering as needed. Prepare vendor and expense reports as requested by the Director of Business Affairs, including year end tax reports and legislated published transparency reports. Manage general AP email folders and respond to accounting and Banner FIS questions and problems.

b. Marginal Duties

Assist with duties throughout the Business Affairs office as requested and directed by supervisor.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Office is located in temperature controlled building in an open area shared with other Accounts Payable Staff. This position requires manual dexterity for frequent filing, sorting, collating, tearing and handling of forms. Sufficient mobility is required to use equipment and access resources. Office operations regularly include deadlines and interruptions. Because the University's fiscal year end occurs at June 30th, approval for vacations during the traditional summer months will be subject to meeting office fiscal year end deadlines.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Ability to interpret and communicate policies and procedures, particularly but not limited to:

Oregon Revised Statutes (ORS)

Oregon Administrative Rules (Chapter 580 Oregon University System and Chapter 578 Oregon Institute of Technology.

Internal Management Directives

Board Policies

OUS Fiscal Policy
OIT Policies and Procedures
IRS Tax Laws, Regulations, and Reporting Requirements as related to vendors
Internally developed office operating procedures
Oregon Tech Travel policy and rate sheet

b. How are these guidelines used to perform the job?

Guidelines prescribe how forms and procedures used in administering the business affairs of the college are to be used/implemented.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
Contracts & Purchasing Staff	In person, telephone, mail, email	To clarify contract and PO terms	Daily
Budget Analyst	telephone/email/in person	Clarify budget availability	Daily
Campus Community (Faculty, staff, administrtors, students	In person, telephone, mail, email	Tracking status and flow of documents; policy interpretations; procedural guidance, training.	Daily
Outside Vendors	In person, telephone, mail, email	Tracking status of payments; answering general questions; guidance on working with the University	Daily
Internal and External Auditors	In person, telephone, mail, email	Providing audit information and documentation; answering questions	As Needed
General Public	In person, telephone, mail, email	Answering questions, directing to appropriate person or department	As Needed

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Are expenditures allowable, properly documented and coded? Was appropriate/best procurement method used for the expenditures? Vendors or travelers may need to be contacted to get additional documents or clarification. Travel reimbursements may need to be reduced. Quality of communication to customers can have significant impact on perception of office. Have allowable discounts been taken? Discounts taken on time save the institution money. Which regulation should be consulted to answer a particular question? Knowing the appropriate person, agency or regulation to consult helps solve problems in a timely manner. When should supervisor be consulted for input on a transaction? Good judgment in soliciting guidance from management will result in efficient use of everyone's time and potentially prevent poor customer relations.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The work performed by this position is reviewed periodically by the Assistant Director or Accounting Manager in the Business Affairs Office. It is in the form of questions and visual inspection to ensure that work is complete and

accurate. There is also a formal written evaluation performed annually.

This position may also be reviewed by an internal or external auditor as part of a specific audit.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position:

Because of the significant involvement with members of the campus community, delivering consistent information and high quality customer service is key in successfully performing the duties of this position. Because management replies on financial reports for business decisions, accurate and consistent coding of business transactions is essential.