



# Classified Employee Position Description

## SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 0107 - Administrative Program Assist	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 3/3/2014	<b>d. Position No:</b> H99918
<b>e. Working Title:</b>	<b>f. Work Unit:</b> Business Office
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Cindy Childers
<b>j. Work Location:</b> Klamath Falls, OR	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> 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 Office of Business Affairs at Oregon Institution of Technology, an 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 OIT 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, grants and contracts administration, payroll, procurement, property 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 Accounts Payable staff member, 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 publics 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**

- Accounts Payable Processing (40%)

Maintain, audit, and process payments on the Banner Financial Information System (FIS). Check for accuracy of invoicing by comparing hard copy of invoice with inputted information, including tax identification number. Ensure expenditures are allowable based on funding source, getting supervisory input if needed. Ensure proper and consistent use of account codes. Ensure adequate supporting documentation has been provided, such as Hosting Forms. Support FIS end users by giving direction and assisting with document processing on the FIS system. Maintain files on vendors and payments. Reconcile listed invoices on statements and follow up with OIT departments and/or vendors as needed. Initiate actions to ensure University is taking advantage of discount terms, avoiding late/interest charges. Distribute vendor invoices received by Accounts Payable to departments for Banner input and departmental approvals. Ensure FedEx and UPS invoices have departmental indexes; research as necessary.

- Travel Program (5%)

Audit travel reimbursements for accuracy and policy compliance. Ensure adequate supporting documentation is provided, such as signed pre-travel authorizations. Once approved, enter invoice document into FIS to create reimbursement. Approve/disapprove travel related documents (encumbrances and invoices) in FIS approval queue. Ensure proper and consistent use of travel account codes. Communicate with travelers and departments to facilitate efficient processing and ensure high quality customer relations. Create FIS invoices to pay travel related vendors for car rentals, lodging, registration fees, etc. Reconcile prepaid travel account. Maintain schedule of OIT reimbursement rates. Reconcile airfare charge account with contracted travel agency's monthly report. Allocate air/train charges to OIT departments. Process employee moving expense reimbursements in accordance with IRS regulations.

- Bank Card Programs (35%)

Audit statements for proper signatures, receipts, appropriate purchases and users. Allocate procurement card charges to departments monthly. Ensure proper and consistent use of account codes. Implement annual P-Card audit plan as directed by Director of Business Affairs, including visiting departments to verify policies and procedures are being followed.

- Inventories (5%)

Allocate monthly Facilities warehouse supply charges to departments. Reconcile annual physical inventory to general ledger, creating any needed adjusting entries at fiscal year end.

- Training and Documentation (10%)

Develop training materials for departments and keep materials current. Assist new employees as needed. Provide regularly scheduled trainings at a minimum of 3 times per year (fall, winter, and spring terms). Develop and maintain documented operating procedures. Provide updated content for Business Affairs web pages for Accounts Payable, Travel, and Vendor pages, including a thorough list of FAQs (Frequently Asked Questions). Documentation is required to ensure consistent responses to customers.

- Fiscal Year End (5%)

Follow annual "Closing of the Books" procedures, completing all assigned tasks accurately and on schedule. Obtain detailed supporting documentation for inventories, including but not limited to, Facilities.

- Make recommendations to Business Affairs management on areas of concern, opportunities for efficiencies, areas on campus of persistent non-compliance.

- Other duties as assigned.

- Lead Assignments.

Both AP Accounting Tech positions are expected to be able to fully and successfully perform all duties but each Tech will have primary responsibility for certain duties and secondary responsibility for the remaining duties. When one of the technicians is out of the office, the other has full responsibility for all areas. This position has the lead assignment for Bank Card Programs.

**b. Marginal Duties**

- Assist Purchasing Manager in processing of Fixed Assets and related fiscal year end reconciliations
- Provide campus logins to departments for office supply ordering
- Fax distribution

**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 the 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

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

Guidelines are used to ensure business transactions are allowable and correctly coded and to ensure consistent treatment of business transactions.

**SECTION 6. WORK CONTACTS**

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

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
Campus community (faculty, staff, administrators, 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

Oregon University System staff and staff at sister institutions	Telephone, mail, and email	Obtaining policy and procedure information	As needed
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 have 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?**

Work is often reviewed by Accoutning Manager (supervisor) to ensure office is running properly and smoothly and as part of performance reviews. It may 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 relies on financial reports for business decisions, accurate and consistent coding of business transactions is essential.