



DATE ISSUED: 09/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Disbursements

JOB SUMMARY

Performs all aspects of accounting for university travel related expenses, including airfare charge-backs, employee travel reimbursements and travel related direct-bill charges. Responsibilities include audit and analysis of all travel requests for compliance with State Regulations and TWU Travel Policies. Additionally, this position will serve as the backup to the Supervisor, Disbursements in the areas of payments, hold file processing, and vendor problem resolutions. Work is performed independently under limited supervision and within general policy standards and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Disbursements

Supervises: May supervise Accounting Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Audits all employee and prospective employee requests for travel reimbursement ensuring State and University compliance.

Reconciles monthly airfare consolidated billing with individual travel itineraries.

Reviews and approves all invoices related to direct-bill travel charges, including hotel and car rentals.

Prepares and monitors travel advances.

Provides daily guidance to TWU faculty and staff regarding travel policies and procedures.

Conducts formal training on travel policies and procedures.

Processes travel related payments in the TWU financial system.

Reviews and maintains current travel policies and procedures.

Develops and maintains interactive web training for travel policies and procedures.

Prepares and processes daily payables check batches.

Imports, prepares and processes weekly student refund payment batches.
Serves as backup to the Supervisor, Disbursements in the areas of payments, hold file processing, and vendor problem resolutions.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Finance, or a related field preferred. Earned university credits in accounting and/or finance is required.

EXPERIENCE

Minimum of three years of experience in an accounting related field.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to perform mathematical calculations and/or verify information accurately.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is usually low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.