



DATE ISSUED: 09/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Disbursements

JOB SUMMARY

The Supervisor, Disbursements supervises the accounts payable and travel sections of the Controller's Office. Formulates, evaluates and provides data analysis for management reporting. Responsibilities include the supervision of various staff positions, coordinating and providing guidance and training to employees on the use of the state accounting system (USAS) and the university accounting system (OFS). Work is performed under general supervision 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: Assistant Controller, Purchasing & Payment Services/HUB Coordinator

Supervises: Travel Coordinator, Accounting Assistants and Student Assistants

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

Ensures all payments comply with Public Purchasing Policy and Guidelines as provided by the Texas Building and Procurement Commission and the Texas Comptroller.

Reviews and approves all Reimbursement Travel Voucher requests for payment processing.

Reviews, analyzes and follows invoice holds through to proper resolution.

Analyzes existing systems and procedures for consistency and continuity.

Designs operational reporting improvements by using Oracle Reports, Financial System Generated (FSG) Reports and EIS Reports.

Consults with Assistant Controller for problem definition and management report requirements.

Assists with testing in development and production environments insuring data integrity and system security.

Formulates operating policies and procedures for accounts payable and travel.

Interview, hire and evaluate personnel for accounts payable and travel areas.

Prepares monthly, quarterly and annual reports as required internally.

Applies accounting principles and methods in the issuance of reports, maintenance of records and analysis of data.

Provides on-going customer service and ensure the development of sound working relationships with all university departments.

Coordinates and conducts training on payables and travel to all university departments.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Formal training and/or courses in purchasing and payment operations preferred.

EXPERIENCE

Five years experience in a supervisory role within a payment operation.

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

Ability to plan, direct and evaluate a complex operation, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.

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

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

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

Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes.

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

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

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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.

Supervisor, Disbursements
Date Issued: 09/06
FLSA: Exempt
PTO: VCS

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.