

**JOB TITLE: Disbursement Specialist**

**REPORTS TO: Accounts Payable Manager**

**BASIC FUNCTION:** Responsible for administration and maintenance of the University’s Procurement Card (PCard) and Travel & Entertainment (T&E) Card Programs. Responsible for processing accounts payable invoices in accordance with policies and procedures established by St. Edwards University.

**QUALIFICATIONS:**

Graduation from an accredited four-year college or university with a degree in Accounting, Business, Finance, or related assignment; and one year of experience in accounts payable and/or procurement card experience. Three-month experience working with Banner and Concur and some familiarity with TIN matching on IRS website Demonstrated understanding of vendor set up process and 1099 requirements. Thorough knowledge of applicable accounts payable/general ledger systems and procedures and financial chart of accounts. Must be able to multitask, prioritize and effectively manage a high volume of tasks. Successful candidate must complete an employment and/or criminal background check.

**GENERAL RESPONSIBILITIES:**

* Prepare weekly check runs and distributions to ensure vendor payments are made timely.
* Researches, analyzes and resolves complex payment and vendor issues.
* Assist with Form 1099/1042, sales tax, unclaimed property Reporting and Accounts Payable vendor setup requirements.
* Reconcile monthly corporate credit card statements.
* Participate in system testing, module maintenance, and trouble shooting.
* Maintain and file all international vendor file documentation thoroughly and accurately.
* Monitor monthly PCard reconciliations and ensure timely submissions by cardholders.
* Review submitted expense report detail and verifies all proper receipts are attached, in accordance with University policy.
* Process payment for all approved out of pocket expense reports.
* Assist employees with questions regarding creating an expense report via Concur.
* Daily management and support of the PCard and T&E Card programs.
* Managing card monthly credit limits, single transaction limits and MCC restrictions
* Maintain credit card policies and procedures and implement changes as necessary.
* Educate employees on proper card usage, policy information and changes to procedure.
* User setup and maintenance in the Bank’s online system.
* Monitor systems for new and terminated employees, updating systems as required.
* Strong communication skills.
* Correspond with internal and external vendors and respond to all vendor inquiries.
* Assist with fiscal year end closing procedures.
* Assist with Payroll tasks.
* Perform other duties as required.

**SCHEDULE:** This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department. Special Conditions: Position limits vacations during summer months due to fiscal year end activities.

**OCCUPATIONAL GROUP:** Non-exempt

**SUPERVISION RECEIVED:** General supervision is provided by the Accounts Payable Manager.

**SUPERVISION EXERCISED:** None

**PHYSICAL REQUIREMENTS:**

The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

Physical strength/endurance to enable the individual to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**EXPECTATIONS:** The incumbent is expected to have or possess:

* Ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
* Demonstrated ability and interest in growth and learning new skills.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Adhere to the policies and procedures established by St. Edwards University.

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Employee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­